
ANNUAL PERFORMANCE REPORT

IDEA Part C



FFY 2008 (2008-2009)

Submitted February 1, 2010

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**ANNUAL REPORT CERTIFICATION OF THE
INTERAGENCY COORDINATING COUNCIL
UNDER PART C OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

Under IDEA Section 641(e)(1)(D) and 34 CFR §303.654, the Interagency Coordinating Council (ICC) of each jurisdiction that receives funds under Part C of the IDEA must prepare and submit to the Secretary of the U.S. Department of Education (Department) and to the Governor of its jurisdiction an annual report on the status of the early intervention programs for infants and toddlers with disabilities and their families operated within the State. The ICC may either: (1) prepare and submit its own annual report to the Department and the Governor, or (2) provide this certification with the State lead agency's Annual Performance Report (APR)¹ under Part C of the IDEA. This certification (including the annual report or APR) is due no later than February 1, 2010.

On behalf of the ICC of the State/jurisdiction of **IOWA**, I hereby certify that the ICC is:
[please check one]

1. ☐ Submitting its own annual report (which is attached); or
2. ☒ Using the State's Part C APR for FFY 2008 in lieu of submitting the ICC's own annual report. By completing this certification, the ICC confirms that it has reviewed the State's Part C APR for accuracy and completeness.²

I hereby further confirm that a copy of this Annual Report Certification and the annual report or APR has been provided to our Governor.



Signature of ICC Chairperson

Date 1/15/2010

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¹ Under IDEA Sections 616(b)(2)(C)(iii)(II) and 642 and under 34 CFR §80.40, the lead agency's APR must report on the State's performance under its State performance plan and contain information about the activities and accomplishments of the grant period for a particular Federal fiscal year (FFY).

² If the ICC is using the State's Part C APR and it disagrees with data or other information presented in the State's Part C APR, the ICC must attach to this certification an explanation of the ICC's disagreement and submit the certification and explanation no later than February 1, 2010.

Part C Annual Performance Report (APR) for FFY 2008 (2008-2009)

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Part C Annual Performance Report (APR) Comprehensive Chart
 OSEP Response Letter Requirements for FFY 2007 (2007-2008)

Indicator	OSEP Response Table Comments Regarding FFY 2007 APR (2-1-09)	APR OSEP Indicator Requirement	State Update Page Number FFY 2008
C1: Timely Services	The State provided data and met target of 100%.		N/A
C2: Settings/ Natural Environment	The State's actual target data are at 98.40% and reflect high performance. OSEP has no expectation that an increase in this percentage is necessary. It is important that the State continue to monitor to ensure individualized decisions.		N/A
C3: ECO A. Social-emotional B. Knowledge and skill C. Appropriate behavior	The State reported the required progress data and improvement activities.	The State must provide baseline data, targets and improvement activities with the FFY 2008 APR.	APR (pp. 17) Note. Indicator is written in SPP template.
C4: Family Outcomes	The State provided data and met each of three targets. Data for C4 represents slippage from FFY 2006 data.		N/A
C5: Child Find Birth -1	The State provided data and met its target.		N/A
C6: Child Find Birth -3	The State provided data and met its target.		N/A
C7: Timely Evaluation and Assessment	The State did not meet its FFY 2007 target of 100%; the State reported that 10 findings of noncompliance were identified and EI programs notified. Evidence of timely correction will be reported in FFY 2008 APR.	As required by OSEP; The State must review its improvement activities and revise them, if appropriate, to ensure demonstration of compliance with the 45-day timeline. The FFY 2008 APR must report correction and verification of any noncompliance identified in FFY 2007.	APR (pp. 81)

Indicator	OSEP Response Letter Comments Received for APR (2-1-08)	APR OSEP Indicator Requirement	State Update Page Number FFY 2008
C8: Transition A, B & C)	The State did not meet its FFY 2007 target of 100% for C8(A) and C8(C). C8(B) did meet 100% target. The State's FFY 2007 data represent progress. The State reported that all findings of noncompliance identified in FFY 2006 were corrected in timely manner.	C8(A) and C8(C) as required by OSEP; the State must correct any noncompliance identified in FFY 2007. The FFY 2008 APR must report correction and verification of any noncompliance identified in FFY 2007. The State must also review its improvement activities and revise them, if necessary, if unable to demonstrate compliance in FFY 2008.	APR (pp. 91)
C9: General Supervision (monitoring, complaints, hearings, etc.)	The State met its FFY 2007 target of 100%.	As required by OSEP; the State must report in its FFY 2008 APR correction of noncompliance of Indicators C7, C8(A) and C8(B).	APR (pp.101)
C10: Complaints resolved within 60 day timeline	No written complaints were filed during FFY 2007.		N/A
C11: Due process hearings	No due process hearing requests were filed during FFY 2007.		N/A
C12: Hearing requests to resolution sessions resolved	Not applicable, per OSEP instructions.		N/A
C13: Mediations that resulted in agreements	No mediations were requested or held during FFY 2007.	The State is not required to provide or meet its targets or provide improvement activities until any FFY in which 10 or more mediations are conducted.	N/A
C14: Timely- and Accurate Data	The State met its FFY 2007 target of 100%.		N/A

Part C Annual Performance Report (APR) for 2008 (2008-2009)**Introduction of the Annual Performance Report**

The Annual Performance Report is a Federal reporting requirement to provide yearly updates for each state's progress meeting 14 indicators from the State Performance Plan submitted December 2, 2005 and revised February 1, 2010. The State Performance Plan was developed with six years of targets and improvement activities to provide results for meeting the needs of infants and toddlers with known conditions or developmental delays. The following information provides a brief overview of the Iowa birth to three system, the process used for broad stakeholder input and public reporting requirements.

The Early ACCESS Infrastructure

In Iowa, the system that implements the Individuals with Disabilities Education Act (IDEA-2004) Part C is referred to as Early ACCESS since it is a collaborative system of four state agencies. The four agencies, known as the Signatory Agencies, are the Iowa Department of Education, Iowa Department of Public Health, Iowa Department of Human Services, and the University of Iowa Child Health Specialty Clinics. The Governor of Iowa designated the Department of Education to be the Lead Agency with fiscal and legal responsibilities among the four Signatory Agencies.

The Iowa Council for Early ACCESS (ICEA) is Iowa's State Interagency Coordinating Council (SICC) mandated by Federal law of IDEA, Part C. The Governor appoints Council members who represent key constituencies across Iowa. The Council advises and assists the Lead Agency to achieve an effective statewide comprehensive interagency system of integrated early intervention services. The Executive Committee of the Council serves as the decision-making group for the Council and advisory group to the system.

Historically (from 1974 to 2003), Iowa was divided into 15 intermediate agencies (Area Education Agencies) providing specialized services. In 2003, five of the agencies merged, which reduced the total number to 12. In 2005, two more agencies merged reducing the total number to 11. In 2006, two more agencies merged reducing the total number to 10. The original 15 agencies (currently 10 agencies) assumed the role of Regional Grantees and agreed to the fiscal and legal responsibility for ensuring that the Early ACCESS system is carried out regionally. (Iowa is a birth mandate state so the structure was primarily established.) Therefore, the geographic boundaries of the Early ACCESS regions are the same as the Area Education Agency (AEA) boundaries and are referred to as Regional Grantees or Regions. AEA Directors of Special Education serve as the Regional Grantee Administrators. The Regional Grantees and Signatory Agencies work together to identify all eligible children and assure needed early intervention services are provided.

Overview of the Development of the Annual Performance Report (APR) for FFY 2008 (2008-2009)

The State's Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators and the Early ACCESS Leadership Group provided stakeholder input regarding the fourth year reporting requirements for the State Performance Plan (SPP). First members were provided baseline and target data compared to targets established in the SPP. Second, the groups' role in providing input to the Lead Agency for submitting the Office of Special Education Programs (OSEP) Annual Performance Report was reviewed. Third, a question and answer period occurred to clarify any data questions and concepts. Fourth, members worked in small groups to analyze the data and draw conclusions. Lead Agency consultants were available to facilitate and answer questions. Fifth, small group conclusions and comments regarding progress or slippage of meeting targets, root causes, and improvement activities were shared. Analysis conclusions, discussion notes and comments were provided to Lead Agency staff to include in the APR for each indicator.

Several key stakeholder groups were integral in providing input; the group, members, and meeting dates specific to the development of the Annual Performance Report are provided in Table 1.

Table 1.

Group, Members and Meeting Dates of Key Stakeholders Input for APR Development.

Group	Members	Meeting Dates
The Early ACCESS Council	<ul style="list-style-type: none"> Parents of Children with Disabilities Service Providers Signatory Agencies at the State and Regional Level Representatives of Insurance Commission Mental Health Providers Representatives of Head Start Local/Regional/State Representatives of Mental Health, Private Medical and Physicians Higher Education 	September 18, 2009; November 20, 2009; and January 15, 2010.
Regional Grantee Administrators	<ul style="list-style-type: none"> Directors of Special Education for 10 Regional Grantees 	January 15, 2010
Early ACCESS Leadership Group	Representatives of the: <ul style="list-style-type: none"> Regional Grantees Signatory Agencies 	October 8, 2009 December 16, 2009

Public Dissemination and Reporting. The Lead Agency will report to the public progress and/or slippage in meeting the “measurable and rigorous targets” of the SPP/APR and performance of each Early Intervention Program (Iowa's Regional Grantee) on the targets in the SPP by posting the FFY 2008 (2008-2009) Iowa Part C Annual Performance Report (APR) submitted to OSEP on the State of Iowa Department of Education website (http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=633&Itemid=1270#LegalRequirementsReports) no later than February 28, 2010. The State Performance Plan (SPP) was updated to include C3 Early Childhood Outcomes FFY 2008 (2008-2009) progress data and future targets. The Lead Agency will post the revised SPP 2008 (2008-2009) on the same State of Iowa Department of Education website (above) no later than February 28, 2010.

The Iowa Annual Performance Report will be disseminated to the public through the following channels and timelines:

- Posted on the Iowa Department of Education Website: no later than February 28, 2010 at:
http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=633&Itemid=1270#LegalRequirementsReports.
- Provided to Regional Grantee Administrators: No later than February 28, 2010;
- Provided to Early ACCESS Leadership Group: No later than February 26, 2010;
- Released to the Public via notice in the newspaper: No later than February 29, 2010; and
- Provided to the Iowa Council of Early ACCESS: No later than March 5, 2010.

Annual Performance Report Structure. The structure of Iowa's APR is based on the following OSEP requirements:

1. **Overview of the Annual Performance Report Development.** Provides brief information regarding broad stakeholder input for development of the report.
2. **Monitoring Priority.** Describes OSEP requirement for IDEA monitoring.
3. **Indicator.** Measures results of the Part C IDEA system for 14 areas.
4. **Measurement.** Requirement provided by OSEP so all states consistently report progress for the 14 indicators.
5. **Measurable/Rigorous Targets.** Compliance indicator targets were set at 100% and performance indicator targets were set by states based on baseline data and broad stakeholder input.
6. **Actual Target Data.** Provides the state's annual data reported for both number and percentages.
7. **Discussion of Improvement Activities Completed and Explanation of Progress or Slippage.** Provides conclusion statements that explain state progress or slippage based on analysis of target data in relationship to established targets.

Also provides descriptions of the planned improvement activities for the year reported and the effectiveness of the activities. The Improvement Activities are reported using five subheadings:

- a. Verification of data includes the Lead Agency's description of systemic processes used for data verification and accuracy.
 - b. Analysis of data to identify concerns describes the state and region analysis of data regarding improvement. Also provides information about findings identified regarding non-compliance of local programs, when applicable.
 - c. Analysis of policies, procedures and practices reviews meeting law requirements and implementation and revisions provided.
 - d. Technical assistance and professional development activities are described as provided to the Regions and Signatory Agencies.
 - e. Ongoing monitoring and enforcement as needed reviews the evaluation and monitoring results provided to Regions, including correction of any previous non-compliance findings.
8. **Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources.** Provides Lead Agency's intentions for maintaining or revising for next FFY year.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 USC 1416(a)(3)(A) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by (the total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, including the reasons for delays.

The provision of early intervention services in a timely manner is a compliance indicator and OSEP designated the measurable and rigorous target at 100%. Each annual target of the six year State Performance Plan is set at 100%.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	100% of infants and toddlers with IFSPs receive early intervention services on their IFSPs in a timely manner.

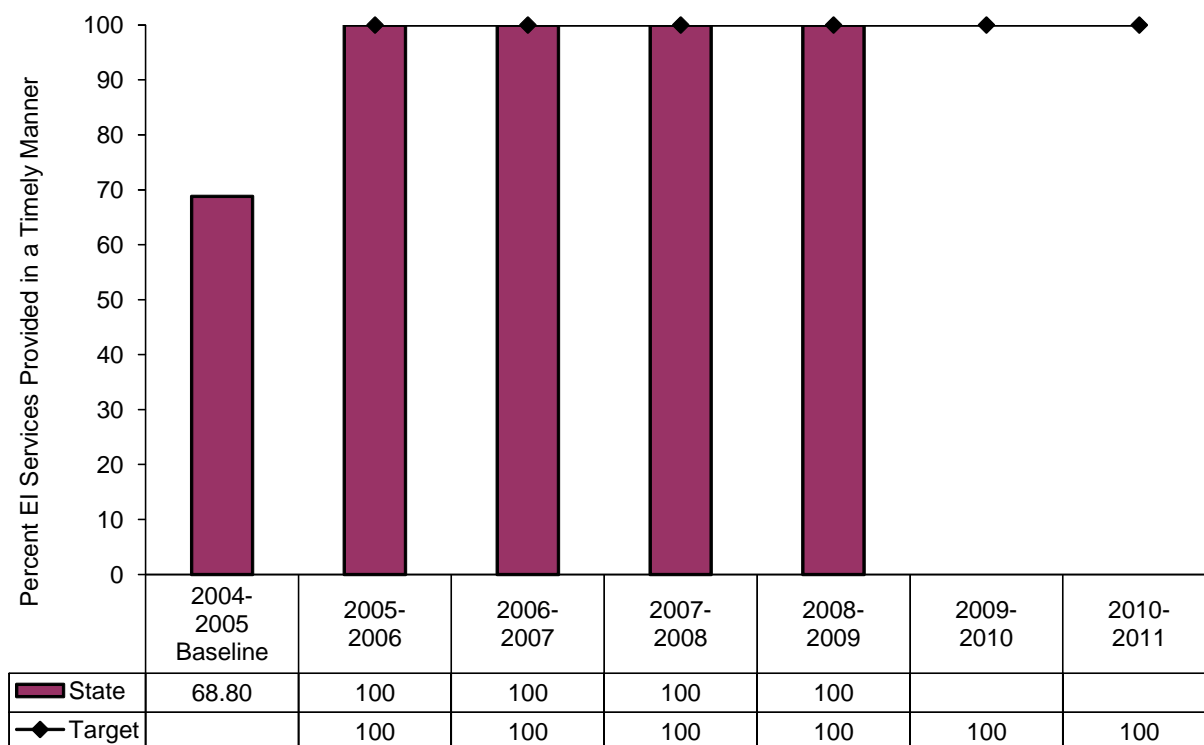
Actual Target Data for FFY 2008 (2008-2009):

Timely services are measured per child with an IFSP within 30 calendar days from the date of parental consent for initial services as well as all new services in subsequent IFSPs. Data are based on the actual number of days, not the average, between parental consent and the date specified on the IFSP for initiation of services. Iowa included in its calculation children for whom the State had identified the cause for the delay as exceptional family circumstances. The Lead Agency monitored all Regional Grantees for timely services for all children's IFSPs through data collected for the full reporting year by Iowa's Information Management System (IMS). Data for this indicator are from all IFSPs for the entire reporting period (July 1st through June 30th).

Figure C1.1 shows the state baseline and three years' target data for provision of timely services. As noted in the figure, the state target was met for FFY 2005 (2005-2006) through FFY 2008 (2008-2009). For baseline and FFY 2005 (2005-2006), timely services were monitored by the Lead Agency using an annual statewide IFSP file review process. For FFY 2006 (2006-2007) through FFY 2008 (2008-2009), Part C census data from the Iowa's Information Management System (IMS) of the full reporting year were used to report on timely services. This allowed for reporting on services for all children's IFSPs in the Part C census versus using only a sampling from each Region.

Calculation of timely services included no delays due to exceptional family circumstances. In FFY 2008 (2008-2009) data procedures were used to collect timely services due to family reasons using an Excel data collection form and included selections from the full reporting year. New IFSP templates were created to collect C1 exceptional reasons data and were implemented on July 1, 2009 using Iowa's IMS (Information Management System) data collection procedures.

Figure C1.1. State Percent of Infants and Toddlers with IFSPs Who Receive Early Intervention Services on Their IFSPs in a Timely Manner.



Source. Regional File Review Self-Assessment FFY 2004 (2004-2005) - FFY 2005 (2005-2006); and Iowa Information System (IMS) FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Table C1.1 provides the number of child IFSPs for FFY 2008 (2008-2009) for which all new early intervention services (on initial and any subsequent IFSPs) were provided to infants and toddlers and families in a timely manner, total number of child IFSPs reviewed per Regional Grantee, and the percent of infants and toddlers and families who received initial services and any subsequent new IFSP services in a timely manner.

Table C1.1

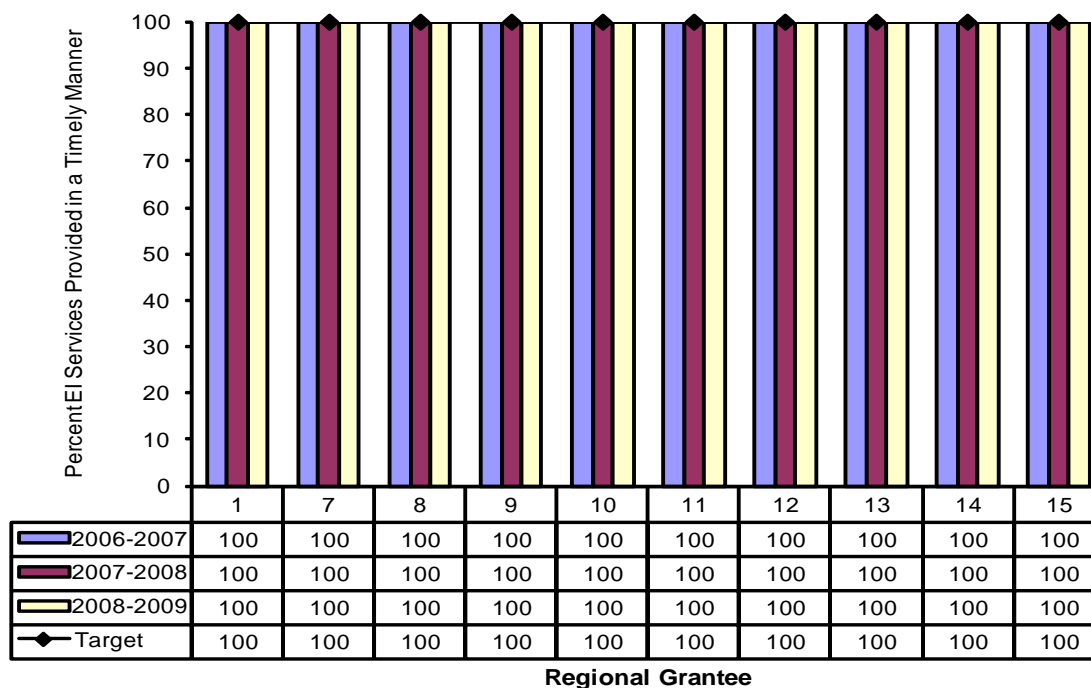
Regional Grantee Number and Percent of Infant and Toddler IFSPs for Which All Services Were Provided in a Timely Manner.

Regional Grantee and State Total										
1	7	8	9	10	11	12	13	14	15	State
329/329	696/696	332/332	556/556	670/670	1724/1724	481/481	348/348	98/98	425/425	5659/5659
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Source. Iowa Information Management System (IMS) FFY 2008 (2008-2009).

Figure C1.2 shows each Regional Grantee's provision of timely services from FFY 2006 (2006-2007) through FFY 2008 (2008-2009) based on census data from IMS.

Figure C1.2. Regional Grantee Percent of Early Intervention Services Provided in a Timely Manner, Three-Year Trend.



Source. Iowa Information Management System (IMS) FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

Iowa achieved the 100% target for timely services in FFY 2008 (2008-2009). Data indicated that 100% of infants and toddlers received all early intervention services within 30 days of the consent for services. All new IFSP services were provided within 30 calendar days of parental consent. Calculation of timely services included no delays due to exceptional family circumstances.

Several improvement activities were continued to impact meeting the target for this indicator. The activities included verification of data, analysis of data, analysis of policies, procedures, and practices, technical assistance, and ongoing monitoring.

Verification of data. In FFY 2006 (2006-2007), the data collection system for timely services transitioned from the Part C Self-Assessment File Review process to Iowa's Information Management System (IMS). The file review process analyzed only 10% or a minimum of 15 child files in each of the state's Regional Grantee areas. Collecting data through the IMS allowed for the Part C census collection of timely services data for initial and subsequent services for the FFY 2006 (2006-2007) through FFY 2008 (2008-2009) reporting years.

Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if a code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report, sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable age/IFSP age-eligibility combination, blank code, invalid program/service combination, and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS, personnel, and discipline data and contact IMS and Regional Grantee staff with specific accuracy issues above and beyond the Verification Report to rectify any data abnormalities.

Data verification procedures for IMS are described in more depth in Indicator 14.

Analysis of data to identify concerns. The FFY 2004 (2004-05) baseline and consecutive years FFY 2005-2007 (2005-2009) timely services indicator data were analyzed by Lead Agency, Regional Grantee Leadership and the State Interagency Coordinating Council (SICC). Stakeholders were pleased that the data indicated that children and families received timely early intervention services. They also noted that other requirements related to timely services collected from random file reviews also supported the timely services results reported by the Regional Grantees (see **Ongoing monitoring and enforcement as needed** section).

Analysis of policies, procedures and practices. The Lead Agency continued working to strengthen the Part C finance system in order to maximize the coordination of resources. Planning for the effective use and reporting of the additional Part C American Recovery and Reinvestment Act (ARRA) funds was a priority in 2009. Funds were designated for direct services, helping local programs keep pace with the long-term annual increases of children served (doubled in last seven years). Iowa has plans to address sustainability during FFY 2009 and 2010.

In spring 2009, the Lead Agency with the Department of Education administration, was successful in securing a third year of state appropriations for Early ACCESS. The allocation went to direct services, including nutrition services, to serve underserved populations such as children referred by CAPTA (Child Abuse Prevention and Treatment Act); prematurity; medically complex and drug affected.

Iowa furthered its efforts to improve procedural consistency during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

A total of 901 personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual's definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables helped clarify procedural expectations, including timely provision of services. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance were still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Requirements and definitions of each of the early intervention services;
- Communication with Referral Sources;
- Children with IFSPs transferring from other states;
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation; and
- Procedures and documentation regarding parent withdrawal of consent for services.

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

Technical assistance. The Lead Agency continued to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009) Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module I – *Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006-2008 (2006-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

According to Regional Grantees' Year End Reports, trainings were held in each region regarding the implementation and documentation of service initiation within 30 days of the IFSP meeting. Additional training was provided in FFY 2008 (2008-2009) for data entry staff from each Regional Grantee. The training focused on new data entry procedures to track timely services and revised federal procedures to track race and ethnicity data. The training was presented by an Information Management System (IMS) staff member and a consultant from the Lead Agency.

Innovative efforts to improve timely and coordinated services were continued by the Polk County Juvenile Court who started the *Court Teams for Change* project in Iowa. The goal was to improve outcomes for infants and toddlers who have been removed from the home due to parental drug use or domestic violence. This collaborative effort involved the juvenile court, *Zero to Three* (a national infant-toddler advocacy organization), the Iowa Department of Human Services, provider agencies and Early ACCESS.

The *Court Teams for Change* workgroup with Lead Agency and Regional Grantee involvement met monthly to improve the delivery of services to the child and family. The first year of the project focused on developing interagency protocols that could facilitate a rapid response to infants and toddlers who had been removed from the home. The second and third year FFY 2006 (2006-2007) and FFY 2007 (2007-2008) were devoted to implementing and refining the research-based model. During FFY 2008 (2008-2009), the *Court Teams for Change* project worked with federal partners to identify an on-going funding stream to support expanding collaborative efforts between juvenile courts and early intervention programs. Project staff worked with *Zero to Three* to help draft the Safe Babies Act that is now being considered by the U.S. Congress.

The Court Team site also participated in a study of the first four states to adopt the "Court Teams" model. The study covered the period from October 2005 until December 2008 that was conducted by James Bell Associates for *Zero to Three (Evaluation of Court Teams for Maltreated Infants and Toddlers Project)*. The key findings of the report were in the areas of safety (99.5 % of the children studied were free from subsequent abuse during the period covered); permanency (96% of children achieved permanency within 18 months of the opening of the case), and well-being (97% of children received all needed services).

Trend data regarding referrals of children who were abused or neglected from FFY 2005 through FFY 2008 were also analyzed by the Lead Agency. Data revealed that, prior to the Court Teams for Change project, the number of children in the project's service area who were abused or neglected and on IFSPs was lower than other service areas of the state. After working collaboratively with the juvenile courts the number of abuse victims served by Early ACCESS increased from 39 to 107 (a 174% improvement).

Early ACCESS Regional Grantees have been working with juvenile courts in other parts of the state using strategies similar to the *Court Teams for Change*. Five counties in Iowa have received a federal grant to start or strengthen *Family Drug Courts*. While this grant is not focused solely on children birth to age three, many of the families involved have children who are eligible for Part C services. Using what has been learned in these five counties, training materials are being developed to help other parts of the state adopt stronger partnerships between courts and early intervention services.

Ongoing monitoring and enforcement as needed. No non-compliance findings were identified during FFY 2007 (2007-2008) as all Regional Grantees achieved 100% for this indicator.

In FFY 2008 (2008-2009), the Lead Agency reviewed timely services data for all Regional Grantees. No noncompliance findings were identified and no enforcement actions were needed as the 100% target for timely services was met for all grantees.

Iowa's System to Achieve Results (I-STAR) was used to monitor related requirements for all Regional Grantees. (File review using random sample of 10% IFSPs). Examples of related requirements for timely services includes written prior notice, parent attendance at the IFSP meeting, obtaining written consent for services and details related to service delivery. No findings of non-compliance were identified. This electronic, web-based monitoring system allows Regional Grantees to see their performance in all areas related to this indicator. The Lead Agency's review of related requirements shows that Regional Grantees are implementing federal requirements that support timely service delivery.

Each region submitted year end reports to document improvement activities that were conducted to maintain state targets for this indicator. Regional Grantees conducted activities in FFY 2008 (2008-2009) to maintain their 100% performance in timely services including training on proper documentation; training on rules, procedures and the need to begin services within 30 days of consent; administrative and/or team review of IFSPs for timeliness; and routine administrative review of C1 data reports. Current activities have been effective in maintaining 100% performance for this indicator and, therefore, will be continued.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions to Iowa's proposed targets, improvement activities, timelines, or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children (community based settings).

(20 USC 1416(a)(3)(A) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings) divided by the (total # of infants and toddlers with IFSPs)] times 100.

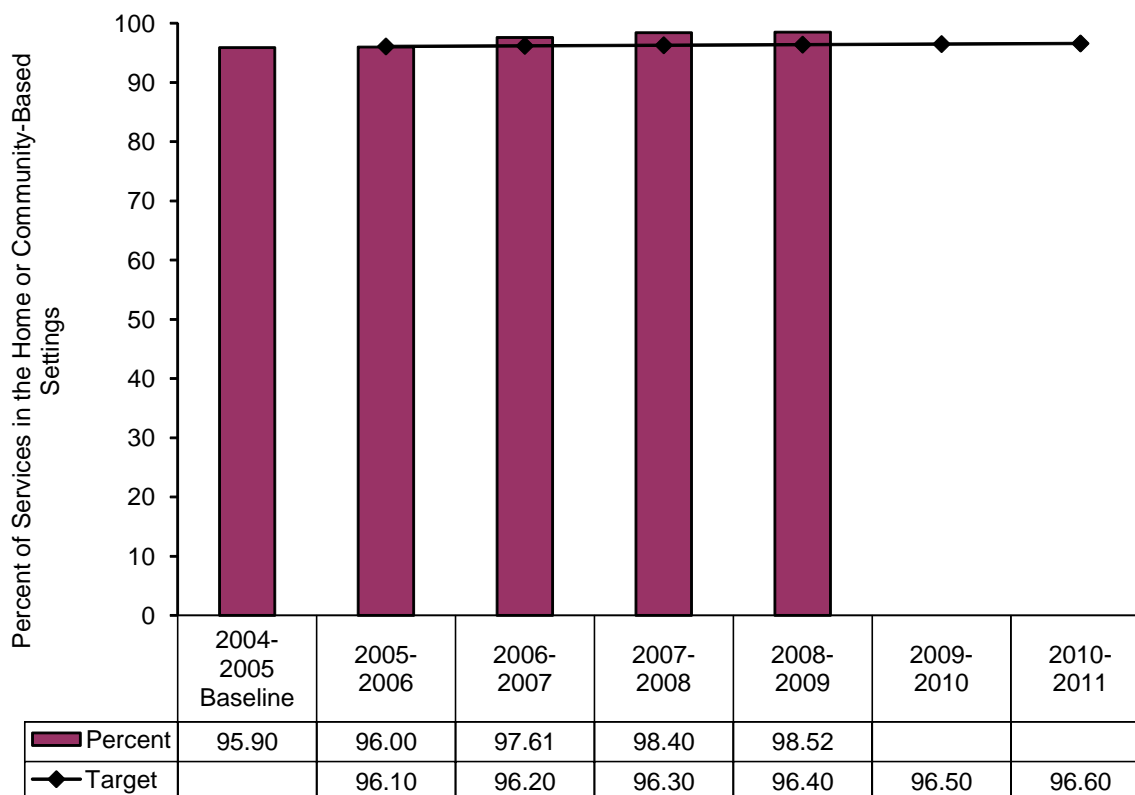
The provision of early intervention services in natural environments is a performance indicator. Therefore, each state was allowed by OSEP to set their own target from baseline data. The Lead Agency, with input from stakeholder groups, established measurable and rigorous targets ranging from 96.1% to 96.6% for the six-year State Performance Plan.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	96.4% of infants and toddlers with IFSPs primarily receive early intervention services in the home or community-based settings.

Actual Target Data for FFY 2008 (2008-2009):

Data for percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings were obtained from Iowa's 618 Settings Table 2 data, which are provided by Iowa's Information Management System (IMS). State baseline and target data for the last four years are presented in Figure C2.1.

Figure C2.1. Percent of Infants and Toddlers with IFSPs Who Primarily Receive Early Intervention Services in the Home or Community-Based Settings.



Source. Iowa 618 Settings Table, FFY 2004 (2004-2005) - FFY 2008 (2008-2009).

Table C2.1 provides the type, number, and percent of settings where early intervention services were primarily provided to infants and toddlers and their families in FFY 2008 (2008-2009).

Table C2.1

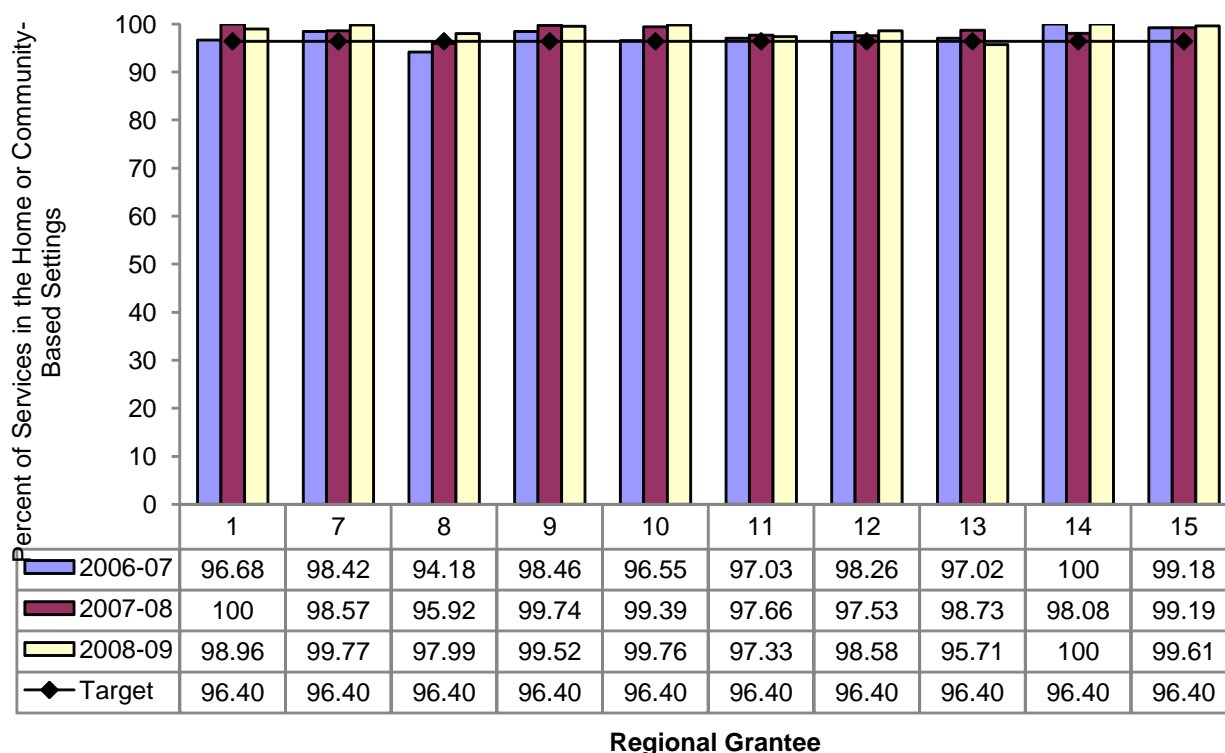
Number and Percent of Infants and Toddlers with IFSPs Who Primarily Receive Early Intervention Services in the Home or Community-Based Settings.

Natural Environment		Number	Percent
Community-based Settings		88	2.46%
Home		3435	96.06%
Other		53	1.48%
Total		3576	100%

Source. Iowa 618 Settings Table, FFY 2008 (2008-2009).

Figure C2.2 provides Regional Grantee percent of services primarily provided in natural environments (home and community-based settings) for FFY 2005 (2005-2006) – FFY 2008 (2008-2009).

Figure C2.2 Percent of Infants and Toddlers with IFSPs Who Primarily Receive Early Intervention Services in the Home or Community-Based Settings.



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Table C2.2 provides Regional Grantee percent of where services were primarily provided in home and community-based settings for FFY 2008 (2008-2009).

Table C2.2

Percent of Infants and Toddlers with IFSPs Who Primarily Receive Early Intervention Services in the Home or Community-Based Settings.

	1	7	8	9	10	11	12	13	14	15	State
2006-07	96.68%	98.42%	94.18%	98.46%	96.55%	97.03%	98.26%	97.02%	100%	99.18%	97.61%
2007-08	100%	98.57%	95.92%	99.74%	99.39%	97.66%	97.53%	98.73%	98.08%	99.19%	98.40%
2008-09	98.96%	99.77%	97.99%	99.52%	99.76%	97.33%	98.58%	95.71%	100%	99.61%	98.52%

Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

In FFY 2008 (2008-2009) 98.8% of children received services primarily in the home or programs for typically developing children. Iowa exceeded its target of 96.4%. As shown in Table C2.1, the majority of services were provided in the home. Services provided in programs for typically developing children, such as childcare settings, were minimal. "Other" environments, such as clinics and residential facilities, were also minimal.

As shown in Figure C2.2, nine of 10 Regional Grantees met or exceeded the State of Iowa target of 96.40% for early intervention services provided in the natural environment. The one Regional Grantee experienced slippage and below the target by 0.59%.

It is noted that four regions experienced slippage, but three regions remain well above the target of 96.40%. Regional Grantee data analyses revealed individualized circumstances of the children's needs were better met in settings other than a natural environment. Current activities have been effective in meeting the target for this indicator and therefore will be continued.

All Regional Grantees provided services in the home and community-based settings above the national average of 90.87%. The State of Iowa has implemented a model of serving children in the natural environment for many years. In reviewing prior trend data, the percent of infants and toddlers served in the natural environment has been consistently higher than the national average.

The Lead Agency engaged in a variety of improvement activities to assure children were served in natural environments to the maximum extent appropriate and that individualized decisions were made about those settings. Improvement activities concentrated on service coordinator and provider training, procedures manual training, and ongoing monitoring.

Verification of data. Data are based on the 618 Settings Table, which are collected through Iowa's Information Management System (IMS). Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data entry personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if the code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable

age/IFSP age-eligibility combination, blank code, invalid program/service combination, and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS, personnel, and discipline data and contact IMS and Regional Grantee staff with specific accuracy issues above and beyond the Verification Report to rectify any data abnormalities.

Data verification procedures for IMS are described in more depth in Indicator 14.

Analysis of data to identify concerns. Data for FFY 2008 (2008-2009) and prior years services in natural environments were analyzed by Lead Agency, Regional Grantee Leadership and State Interagency Coordinating Council (SICC). One Regional Grantee was 0.59% below the target of 96.4%; all other Regions were above the target for FFY 2008 (2008-2009). Stakeholders input revealed that they were generally satisfied with state performance, trend and target.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-09). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on requirements and definitions of each of the early intervention services, including natural environments. Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance.

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

Technical assistance. In order to enhance services in natural environments, the Lead Agency, Signatory Agencies and Regional Grantees continued several initiatives during FFY 2008 (2008-2009).

The Lead Agency continued to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009) Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module I –

Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006-2008 (2006-2007; 2007-2008; 2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

In FFY 2008 (2008-2009) the state technical assistance team began work on a guidance paper concerning natural environments which will be released in FFY 2009 (2009-2010).

State staff met regularly with AEA Special Education Directors and Early ACCESS Leadership Group to provide technical assistance and to obtain recommendations regarding regional needs, including natural environments.

Ongoing monitoring and enforcement as needed. In FFY 2008 (2008-2009) the Lead Agency monitored services in natural environments in all Regional Grantees, including individualized team decision-making regarding service settings. No file review findings were identified and no enforcement actions were needed. Regional performance in Indicator C2 was monitored. One Region did not meet the indicator target in FFY 2008 (2008-2009).

Iowa's System of Achieve Results (I-STAR) was used to monitor related requirements for all Regional grantees (File review using random sample of 10% IFSPs). Examples of related requirements include content of IFSPs for EI services. This electronic, web-based monitoring system allows Regional Grantees to see their performance in all areas related to this indicator. No findings for non-compliance were identified for these requirements. The Lead Agency's review of related requirements shows that Regional Grantees are implementing federal requirements that support services in natural environments.

Each Region submitted year end reports to document improvement activities that were conducted to reach and/or maintain state targets in all indicators. According to FFY 2008 (2008-2009) Regional Grantees' Year End Reports, the Regional Grantees held ongoing service coordination trainings that covered rules, policies and procedures training regarding service provision in natural environments unless exceptional circumstances existed; training on appropriate selection of data setting codes; and supervisory IFSP file reviews. Supervisory support was given to new staff to assure they are consistently using appropriate setting codes. Regional Grantee data analyses revealed individualized circumstances of the children's needs were better met in settings other than a natural environment. Current activities have been effective in meeting the target for this indicator and therefore will be continued.

The Lead Agency will continue to monitor progress for all regions on all related requirements to this indicator through regularly scheduled data verification reports in FFY 2009 (2009-2010).

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions to Iowa's proposed targets, improvement activities, timelines, or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)**Part C State Performance Plan (SPP) for 2005-2010****Overview of the State Performance Plan Development:**

Note. This indicator is being submitted February 1, 2010 using the State Performance Plan template, following General Instructions of the Office of Special Education Programs (OSEP).

Please see pages 1-5 of the State Performance Plan, revised February 1, 2010, for State Performance Plan Development.

The Lead Agency will report to the public progress/and or slippage in meeting the “measurable and rigorous targets” found in the SPP/APR by posting the FFY 2008 (2008-2009) SPP submitted to OSEP on the State of Iowa Department of Education website no later than February 28, 2010: (http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=633&Itemid=1270#LegalRequirementsReports). Any changes to the SPP accepted by OSEP will be posted within 30 days of receipt of the FFY 2008 (2008-2009) response letter to Iowa expected for receipt prior to July 1, 2010.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved:

- A. Positive social-emotional skills (including social relationships);
- B. Acquisition and use of knowledge and skills (including early language/communication); and
- C. Use of appropriate behaviors to meet their needs.

(20 U.S.C. 1416(a)(3)(A) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Outcomes:

- A. Positive social-emotional skills (including social relationships);
- B. Acquisition and use of knowledge and skills (including early language/communication); and
- C. Use of appropriate behaviors to meet their needs.

Progress categories for A, B and C:

- a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level

nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

Summary Statements for Each of the Three Outcomes:

Summary Statement 1: Of those infants and toddlers who entered or exited early intervention below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 1:

Percent = # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in category (d) divided by [# of infants and toddlers reported in progress category (a) plus # of infants and toddlers reported in progress category (b) plus # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in progress category (d)] times 100.

Summary Statement 2: The percent of infants and toddlers who were functioning within age expectations in each Outcome by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 2: Percent = # of infants and toddlers reported in progress category (d) plus [# of infants and toddlers reported in progress category (e) divided by the total # of infants and toddlers reported in progress categories (a) + (b) + (c) + (d) + (e)] times 100.

Overview of Issue / Description of System or Process:

The Lead Agency began in FFY 2004 (2004-2005) to design a statewide accountability system that measured early childhood outcomes for infants and toddlers in Part C Early ACCESS. The system expanded upon Iowa's systematic process to monitor progress for performance on Individualized Family Service Plan (IFSP) child outcomes in addition to using multiple measures to gather data on children's performance.

During FFY 2005 (2005-2006), the Lead Agency developed the Early Childhood Outcomes (ECO) Summary form based on a three-level rating scale (yes, emerging, no) that summarized each child's level of functioning in each of the ECO areas in relation to same aged-peers. The IFSP Teams began using the ECO Summary form for all children entering Early ACCESS services after January 31, 2006 in order to report baseline data on the percent of infants and toddlers in the three measurement categories (Reach/Maintain, Improve or Did Not Improve Functioning) in each of the ECO areas to be reported in the State Performance Plan (SPP) for Indicator C3.

Due to changes of the SPP measurement categories for the early childhood outcome indicator that the Office of Special Education Programs (OSEP) announced in the fall of 2006, the Lead Agency revised the statewide accountability system in order to gather the data for reporting the percent of infants and toddlers in five measurement categories in each of the 3 ECO areas.

The Lead Agency incorporated the Child Outcomes Summary Form (COSF), developed by the OSEP-funded National Early Childhood Outcomes Center, into a revision of the ECO Summary

form. The revised ECO Summary form, when completed by IFSP Teams as described below, provides data to report on children in 1 of 5 categories in the measurement required by Indicator C3. The revised ECO Summary form uses: (a) the 7-point scale from the COSF, and (b) the question from the COSF on progress. The revised ECO Summary Form has an additional section to report supporting evidence on assessment methods and sources of information used by IFSP Teams to generate the data used in rating performance.

The Lead Agency required Regional Grantees and Signatory Agencies to adopt the revised ECO Summary Form. The Lead Agency required IFSP Teams to complete the revised ECO Summary form for all children that had an initial IFSP meeting beginning July 1, 2006. Use of the revised ECO Summary Form ensures valid data and supporting evidence on children's functioning in comparison to peers or standards using the 7-point outcome rating scale.

To ensure quality professional development for ECO, the Lead Agency used the National ECO Center's training materials and resources (e.g., Decision Tree for Summary Rating Discussions, Age-Expected Child Development Resources and COSF Training Materials). Use of the ECO training material provided assurance that all IFSP Teams in Iowa have been trained to implement consistent procedures for gathering, analyzing and reporting these data on the revised ECO Summary Form.

Beginning FFY 2006 (2006-2007), Iowa's accountability system provided the data to determine the differences early intervention services made for infants and toddlers in the areas of positive social-emotional skills; acquisition and use of knowledge and skills; and use of appropriate behaviors to meet their needs as defined by the five measurement categories. The data were used to inform policy makers and stakeholders of children's functional skills and progress, advance implementation of evidence-based curricula and assessment practices and improve interventions to meet the needs of children with developmental delays or known conditions.

The ECO data are gathered on all infants and toddlers determined eligible for Early ACCESS services, regardless of their early intervention services or areas of concern. Iowa's accountability system for ECO includes several components:

- Policies and procedures to guide assessment and measurement practices;
- Technical Assistance for specified staff to support data collection and use;
- Monitoring procedures to ensure data accuracy; and
- Information Management System for data entry, maintenance and analysis.

Policies and procedures to guide assessment and measurement practices. The evaluation requirements established in IDEA and the *Iowa Administrative Rules for Early ACCESS* ensure that Individualized Family Service Plan (IFSP) Teams use valid and reliable assessments and evaluation materials administered by trained and knowledgeable personnel (IAC 281-120.40). Each Regional Grantee, as required by the *Iowa Administrative Rules for Early ACCESS*, has written and adopted evaluation policies and procedures that were approved by the Lead Agency. The policies and procedures are on file with the Lead Agency.

A comprehensive evaluation of a child's present level of development and unique needs was completed as required by the *Iowa Administrative Rules of Early ACCESS*. Subsequent to the determination of eligibility for early intervention services and development of the IFSP, the child's entry point data for age-appropriate functioning across settings and situations were discussed and summarized on the *ECO Summary* form as a part of a child's IFSP meeting.

In FFY 2005 (2005-2006), after analyzing baseline data, the Lead Agency established an in-house workgroup to research and examine the problem of Regional Grantees in meeting Indicators C3 and C7. National experts in evaluation and assessment including the OSEP-funded National Early Childhood Technical Assistance Center (NECTAC) were brought in for two meetings, and research and evidence-based practices were analyzed. The workgroup's analysis provided information about the evaluation practices for determining children's performance as reported for Indicator C3.

Based on recommendations from the workgroup, the Lead Agency determined that regional procedures needed to be revised and guidance provided to the Regional Grantees and Signatory Agencies. During FFY 2006 (2006-2007), the statewide workgroup developed guidelines and presented the guidelines to Regional Grantee Administrators and Leadership Groups, Executive Committee of the ICC, and Signatory Agencies for feedback. The guidelines were revised each time to reflect input from the groups.

During FFY 2007 (2007-2008), the Regional Grantee Administrators (Area Education Agencies) made a commitment to develop and adopt uniform procedures for implementation of IDEA, Parts C and B. Committees were formed with membership from each Regional Grantee/AEA and Lead Agency staff to write the portions of the *AEA IDEA Part B and C Procedures Manual*. The Early ACCESS Procedures Manual Committee studied the recommendations of the aforementioned statewide workgroup and incorporated the work into the Part C section of the manual in order to enhance systematic evaluation, assessment, ECO ratings for entry point data for age-appropriate functioning and initial IFSP meetings for children referred to Early ACCESS.

Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-09). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) developed, in conjunction with the Lead Agency, one AEA IDEA Part C Procedures Manual and agreed to implement this manual statewide. In addition, one of the Signatory Agencies has adopted this manual, with minor changes. The Part C Procedures Manual was reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency. Training was provided to 901 staff from 13 disciplines across the state, including administrators. Full implementation of the procedures by all ten Regional Grantees and one Signatory Agency was completed by September 1, 2009. Practitioners reported that the Part C Procedures Manual clarified issues that the field had raised and allowed a systematic approach to procedures across the state.

Procedures for Early Childhood Outcomes in the newly adopted manual detail the systematic protocol IFSP teams follow in determining children's functioning compared to same-aged peers and to progress in skills and behaviors in the three ECO areas. As a part of each child's initial and annual IFSP review, a child's age-appropriate functioning and progress made in his or her skills and behaviors are determined based on multiple sources of data gathered using various methods such as record reviews, interviews, observations, performance monitoring data on IFSP goals and ongoing child assessments. The *ECO Summary* form is used to summarize the child's skills and behaviors in comparison to the functioning expected for the age of the child and the child's progress in each of the three ECO areas.

All infants and toddlers who met the following criteria were included in ECO: (1) Eligible for Early ACCESS, (2) Received Early ACCESS services for at least six months, and (3) Exited Early ACCESS. The ECO data were gathered upon eligibility to Early ACCESS services and annually thereafter as part of IFSP reviews until the child exited Early ACCESS services (e.g., transition to Part B services).

Procedures for the ECO process, conducted by the IFSP Team, include two phases: (A) Initial IFSP and (B) Annual IFSP Review and Exit from Part C:

A. Initial IFSP:

1. Analysis of ECO Entry Point data, FFY 2008 (2008-2009) for reporting in 2010 SPP.
 - a. Data at Entry Point were obtained according to Early ACCESS policies and procedures and Iowa Administrative Rules. Multiple methods of collecting data from various sources were used for eligibility determination and program planning that included Record reviews, Interviews, Observations and Tests/Assessments (RIOT). The IFSP Team determines the methods for collecting data based upon the unique needs of the child. The various test/assessment procedures included the use of behavior checklists, structured interactions, play-based assessments, adaptive and developmental scales, and curriculum-based, criterion-referenced and norm-referenced assessment instruments.

The commonly used assessment instruments used by IFSP Teams included, but were not limited to the Developmental Assessment of Young Children, Carolina Curriculum for Infants and Toddlers with Special Needs Assessment, Hawaii Early Learning Profile, Developmental Observation Checklist System and the Assessment, Evaluation and Programming System for Infants and Children. In addition, research-based Iowa Early Learning Standards, developed by stakeholders with expertise in child development and early education, were used to guide peer comparisons of developmental ages and stages of infants and toddlers comprehensive skills. Therefore, a crosswalk of the Iowa Early Learning Standards with the ECO areas was developed to illustrate the alignment of state expectations for what young children know and are able to do in each of the ECO areas.

- b. Analysis of Entry Point data were conducted by triangulating data (record reviews, interviews, observations, tests/assessments as described above) across multiple investigators-the IFSP Team members.¹

2. Determination of ECO Entry Point status.
 - a. Determination of status at Entry Point was based on the results of triangulation of data and the completion of the ECO Summary form.
 - b. The ECO Summary form for comparison to peers is a seven-point rating scale used to summarize each child's level of functioning in each of the three ECO areas in relation to same-aged peers. A rating of six or seven indicated the outcome was achieved at an age-appropriate level across a variety of settings and situations, and a rating of one through five indicated the child's functioning was below age-appropriate skills expected of a child his or her age.
3. Documenting, entering, and reporting of ECO Entry Point status.
 - a. Documenting Entry Point status was the IFSP Team's responsibility to complete the ECO Summary form to document results at the IFSP meeting.
 - b. Entering documented results from the ECO Summary form into Iowa's central database system for Early ACCESS (Information Management System-IMS) was completed by trained data entry personnel. IMS has established data parameters, and does not accept a rating other than what was determined on the ECO Summary's seven-point rating scale.
 - c. Reporting occurs on an annual basis for the Lead Agency and Regional Grantees, as well as IFSP Teams, who have ongoing access to results as documented on the ECO Summary form.

¹ Data triangulation and technical adequacy are described in detail in the discussion of Collection and Analysis of Baseline Data in Indicator 3.

B. IFSP Annual Review and Exit from Part C:

1. Analysis of ECO Progress Point data, FFY 2008 (2008-2009).
 - a. Data at the Progress Point are obtained by Record reviews, Interviews, Observations and Tests/Assessments (RIOT). This included, but was not limited to, a review of Entry Point data, interviews, observations, behavior checklists, structured interactions, play-based assessments, adaptive and developmental scales, and curriculum-based, criterion-referenced and norm-referenced assessment instruments. The evaluation requirements established in IDEA and the *Iowa Administrative Rules for Early ACCESS* ensure that IFSP Teams use valid and reliable assessments and evaluation materials administered by trained and knowledgeable personnel. The Progress Point data were analyzed at the annual and exit IFSP meetings. The annual reviewed process results in formative data for individual children compared to chronological age expectations.

Assessment instruments commonly used by IFSP Teams included, but were not limited to, the Developmental Assessment of Young Children, Carolina Curriculum for Infants and Toddlers with Special Needs Assessment, Hawaii Early Learning Profile, Developmental Observation Checklist System and the Assessment, Evaluation and Programming System for Infants and Children.

- b. Analysis of Progress Point data were conducted by triangulating data (record reviews, interviews, observations, tests/assessments as described above) across multiple investigators-the IFSP Team members. The IFSP Team was responsible for gathering and analyzing data that were needed to determine children's progress in the three ECO areas, regardless of the areas addressed on a child's IFSP. Data obtained by RIOT and early childhood outcomes, documented directly on IFSPs, were immediately used in ongoing program development for each child.

2. Determination of ECO Progress Point data.
 - a. Determination of progress at the Progress Point was based on the results of triangulation of data and the completion of the ECO Summary form.
 - b. The ECO Summary form for comparison to peers was a seven-point rating scale that summarized each child's level of functioning in each of the three ECO areas in relation to same-aged peers. A rating of six or seven indicated the outcome was achieved at an age-appropriate level across a variety of settings and situations, and a rating of one through five indicated the child's functioning was below age-appropriate skills expected of a child his or her age.
 - c. The IFSP Team determined if a child had progressed or acquired new skills or behaviors in each of the three ECO areas and documented the child's improvements by responding to a "yes/no" question on the ECO Summary form.
 - d. In addition, the IFSP Team documented on the ECO Summary form all of the methods used to determine the outcome rating and progress through Record reviews, Interviews, Observations and Tests/Assessments (RIOT), the sources of information and a summary of results for each of the ECO areas.
3. Documenting, entering, and reporting of ECO Progress Point status.
 - a. Documenting ECO Progress Point data were completed by the IFSP Team completing the ECO Summary form and documenting results at the time of an IFSP meeting.
 - b. Entering documented results from the ECO Summary form into Iowa's central database system for Early ACCESS (Information Management System-IMS) was completed by trained data entry personnel. IMS has established data parameters, and does not accept a rating other than what was determined on the ECO Summary's seven-point rating scale, the yes/no response for a child's progress, and the supporting evidence used to determine the outcome rating and progress.
 - c. Reporting occurred on an annual basis for the Lead Agency and Regional Grantees, as well as IFSP Teams, who have ongoing access to results as documented on the ECO Summary form.

4. Use of ECO Progress Point data.

- a. Data on ECO, documented directly on a child's IFSP on the ECO Summary form, were immediately used in ongoing program development for each child.

Technical Assistance for specified staff to support data collection, reporting and use. The Lead Agency continued to support a Comprehensive System of Professional Development. Beginning in FFY 2006 (2006–2007), the Lead Agency launched training staff from the Regional Grantees and Signatory Agencies on the process for completing the revised ECO Summary form. The Regional Grantees and Signatory Agencies have continued in FFY 2008 (2008-2009) providing ongoing training and technical assistance for IFSP Teams to accurately document, enter and report each child's performance on the ECO Summary form. Additionally in FFY 2007 (2007-2008), Regional Grantees and Signatory Agencies were provided a document aligning the Early Childhood Outcomes with the Iowa Early Learning Standards. This document provided operational definitions as well as questions developed by the National ECO Center to guide discussions so IFSP Teams had an understanding of the skills and behaviors that were being addressed in each of the ECO areas.

The Lead Agency required all 10 Regional Grantee to report the training and support provided for IFSP Teams to effectively implement the ECO process in the Regional Part C Year-End Reports. In FFY 2008 (2008-2009), each of the ten Regional Grantees reported that they were continuously providing professional development and technical assistance regarding the procedures for gathering and reporting data on the Early Childhood Outcome Summary form, implementation of valid and reliable evaluation and assessment instruments and data entry procedures.

In FFY 2008 (2008-2009), the Lead Agency provided the Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, ECO Summary, IFSP provisions, coordinating community resources and infant and toddler development. Module I – *Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006-2008 (2006-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

Monitoring procedures to ensure data accuracy. Monitoring procedures were revised during the FFY 2006 (2006-2007) to ensure that the data from the ECO Summary form were entered for infants and toddlers in Early ACCESS into Iowa's Information Management System (IMS). Each child has a unique child identifier that allowed tracking the ECO data for individual children. The database system provided the information needed to ensure the ECO data were collected and entered for each child. Regional Grantees and Signatory Agencies continued to implement monitoring procedures in FFY 2008 (2008-2009).

Information Management System for data entry, verification, maintenance and analysis. Iowa's central database system for Early ACCESS is the Information Management System (IMS). During the FFY 2006 (2006–2007), the universal data entry procedures for entering the data from the ECO Summary form were rewritten, and IMS revised the established

data parameters to collect the data from the ECO Summary form. The system does not accept a rating other than what is determined on the ECO Summary form. Additionally, the Regional Grantee data entry personnel were retrained and ongoing follow-up support was provided by the Lead Agency. Regional Grantee personnel continued this implementation during FFY 2008 (2008-2009).

The Regional Grantee data entry personnel reviewed and entered the information from the ECO Summary form for each initial, annual and exit IFSP meeting into IMS; data checks occurred to ensure data accuracy. Subsequent to data entry in IMS, the system generated a verification report of incomplete or unusual data; the report was submitted to Regional Grantee data personnel. Data entry personnel corrected errors and, if necessary, provided follow-up with the designated IFSP contact person. The Lead Agency data personnel reviewed IMS data on an established schedule to review data accuracy, and Lead Agency personnel contacted IMS staff with corrections when needed.

Collection and Analysis of Data. All infants and toddlers who met the following criteria were assessed using multiple sources of data which were summarized on the ECO Summary form: (1) Entered Early ACCESS services on an IFSP after June 30, 2006 and (2) Received Early ACCESS services for at least six months; and (3) Exited Early ACCESS services between July 1, 2008 and June 30, 2009. Early Childhood Outcomes were gathered upon entering Part C Early ACCESS, and at the annual IFSP meeting thereafter, and when the child exits Early ACCESS services (e.g. entering Part B services or other community services).

The use of Investigator² (IFSP Team members) and Methodological³ (e.g., RIOT) Triangulation is an accepted form of data analysis to control for bias and establish convergence of data among multiple methods and different sources of data (Denzin, 1970; Mathison, 1988; Patton, 2002; Creswell & Miller, 2000). The process used to determine child status and progress at Entry Point and Progress Point for Early Childhood Outcomes employs Investigator and Methodological Triangulation. The ECO Summary form documents the determination of the status and progress of children's functioning for each of the three ECO areas.

Iowa assures the technical adequacy of the data on which triangulation is based, as described in IDEA the *Iowa Administrative Rules of Early ACCESS* and the Part C Procedures Manual. The assessment procedures, tests and other evaluation materials were required to be validated for the specific purpose for which they were used, administered by trained and knowledgeable personnel, and technically sound and assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors [IAC120-41.49(1)b; 120-41.49(1)c; 120-41.49(1)d]. Also, the technical adequacy of measures and triangulation of data are reflected in the supporting document titled, *Iowa's Special Education Assessment Standards*. This document has provided the basis for extensive training and technical assistance by the Lead Agency to Regional Grantee and Signatory Agency personnel.

Iowa's process for assuring reliable and valid data is also captured through answers to five questions:

- Who will be included in the measurement? All infants and toddlers, who are determined eligible for Early ACCESS after June 30, 2006, received Early ACCESS services on an IFSP for at least six months and exited Early ACCESS services between July 1, 2008 and June 30, 2009.

² Investigator Triangulation is the use of multiple, rather than a single, observer to come to an understanding of data (Denzin, 1970).

³ Methodological Triangulation is the use of more than one method of obtaining data (Denzin, 1970). Traditionally, this has been interpreted to be the use of multiple methods as reviews of existing data, observations, interviews and tests/assessments.

- What assessment/measurement tool(s) will be used? Multiple methods of data using multiple sources, including but not limited to, record reviews, interviews, observations, performance monitoring data on IFSP outcomes, and ongoing child assessments were gathered to determine children's functioning compared to same-aged peers (Comparison to Peers) and acquisition of new skills and behaviors (Progress Data) in each of the three ECO areas. The commonly used assessment instruments used by IFSP Teams include, but are not limited to, the Developmental Assessment of Young Children, Carolina Curriculum for Infants and Toddlers with Special Needs Assessment, Hawaii Early Learning Profile, Developmental Observation Checklist System and the Assessment, Evaluation and Programming System for Infants and Children. The ECO Summary form is used to summarize the data from the multiple measures used by the IFSP Teams.
- Who will conduct the assessments? Qualified personnel in the Evaluation and Eligibility Determination process as described in IDEA 2004 and *Administrative Rules for Early ACCESS*. The IFSP Team, including parents, is involved in gathering information about children's functioning compared to same-aged peers and acquisition of new skills across a variety of settings and situations as a part of the ECO process.
- When will the measurement occur? Entry Point data for the Comparison to Peers are collected as part of the Initial IFSP; and Comparison to Peers and Progress data are collected as part of annual IFSP reviews until the child exits Early ACCESS services (e.g., transition to Part B services or other community services).
- Who will report data to whom, in what form, and how often? IFSP Teams report data on the ECO Summary form annually to IMS. Using individual identification codes for each child, data on the ECO Summary forms are manually entered into the database by trained data entry personnel.

Baseline Data for FFY 2008 (2008-2009):

Data reported for the FFY 2008 (2008-2009) submission of the State Performance Plan (SPP) are progress data, baseline data and targets for summary statements in each of the ECO Areas (Outcomes A, B and C). The number of children sum to 100%, data are consistent with the measurement, and no explanation of difference or variance is required. Iowa's criterion for defining "comparable to same-aged peers" is a child who has been rated as 6 or 7 on the ECO Summary form. Targets were set with input from the State Interagency Coordinating Council (SICC), Regional Grantee Administrators, Early ACCESS Leadership and Program Wide-Positive Behavior Supports State Leadership Team.

Progress data for children at the time they turned three years of age or exited Early ACCESS services from FFY 2006 (2006-2007) through FFY 2008 (2008-2009) are presented in Figures C3.1, C3.4 and C3.7 for each of the three ECO Areas (Outcomes A, B and C). Actual numbers used in the calculations are provided in Tables C3.1, C3.2 and C3.3 for FFY 2008 (2008-2009).

Baseline data for children at the time they turned three years of age or exited Early ACCESS services in FFY 2008 (2008-2009) are presented for each of the three ECO Areas (Outcomes A, B and C). The baseline data for children who substantially increased their rate of growth (Summary Statement 1) are reported in Figures C3.2, C3.5, and C3.8. The baseline data for children who are functioning comparable to same-aged peers (Summary Statement 2) are reported in Figures, C3.3, C3.6, and C3.9.

Table C3.1 provides the corresponding n sizes for Outcome A and actual numbers used in calculation. Figure C3.1 illustrates the percent of children with IFSPs who demonstrate improved positive social-emotional skills (Outcome A) across progress categories a through e at the time they turned three years of age or exited Early ACCESS services.

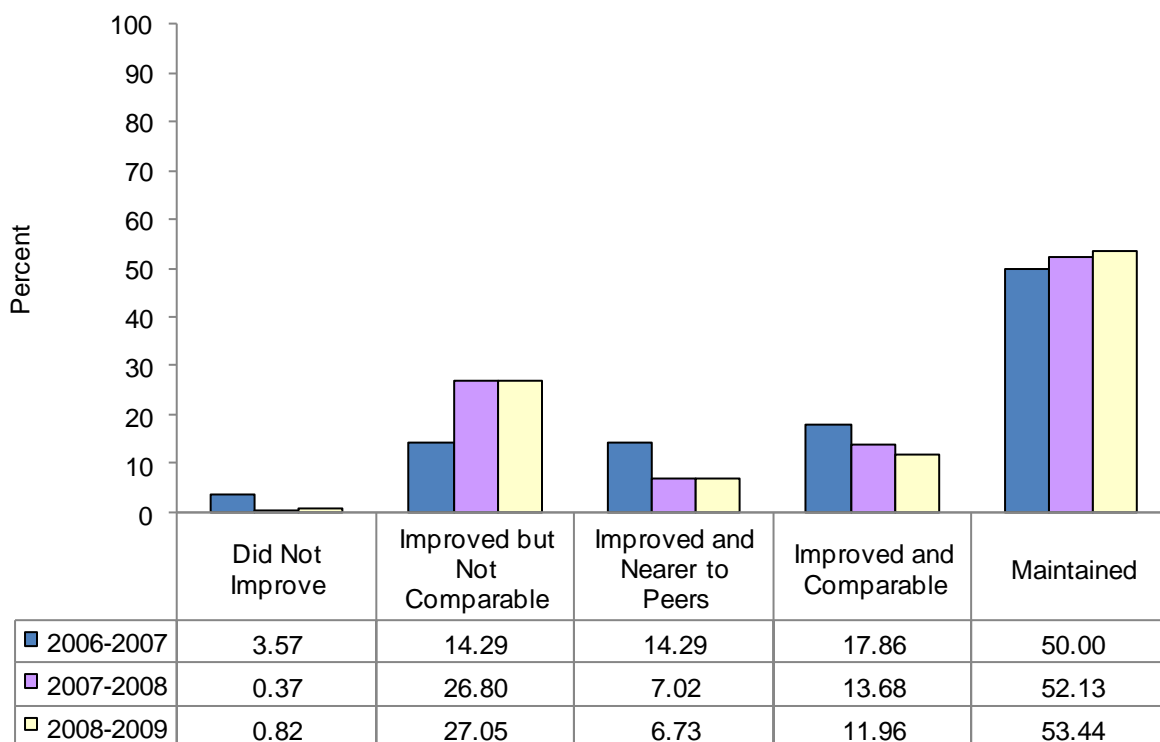
Table C3.1

Number and Percent (A) Positive Social-Emotional Skills.

Category	Did Not Improve	Improved but Not Comparable	Improved and Nearer to Peers	Improved and Comparable	Maintained	Total
N	11	362	90	160	715	1338
Percent	0.82	27.05	6.73	11.96	53.44	100

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

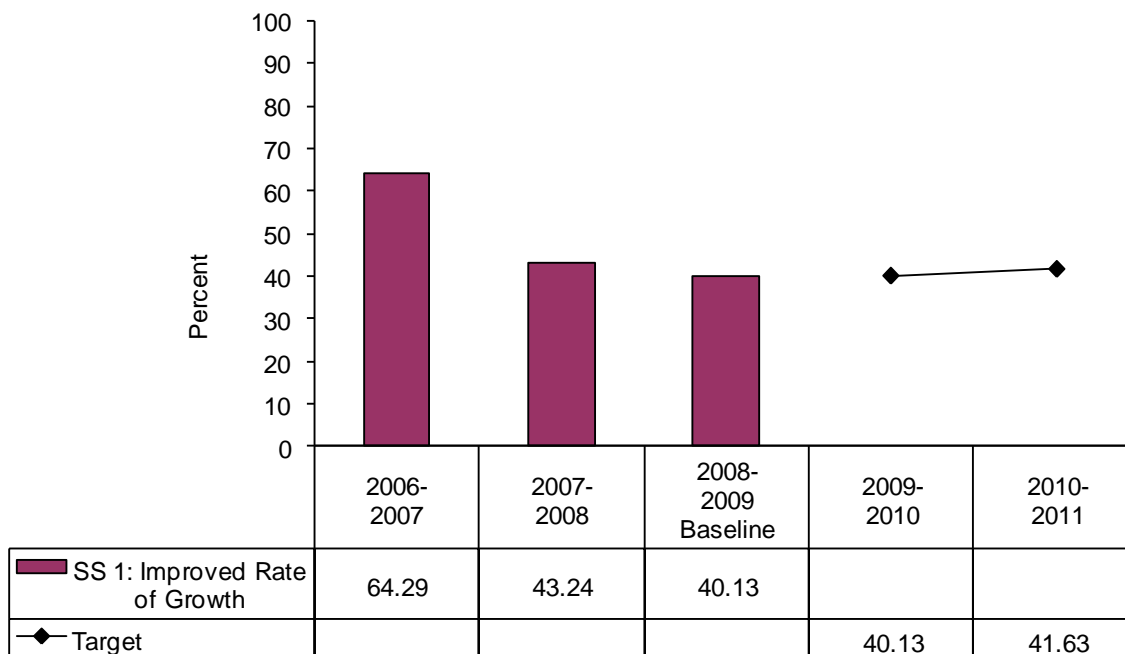
Figure C3.1. Percent of Infants and Toddlers with IFSPs Who Demonstrated Improved (A) Positive Social-Emotional Skills (Including Social Relationships).



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

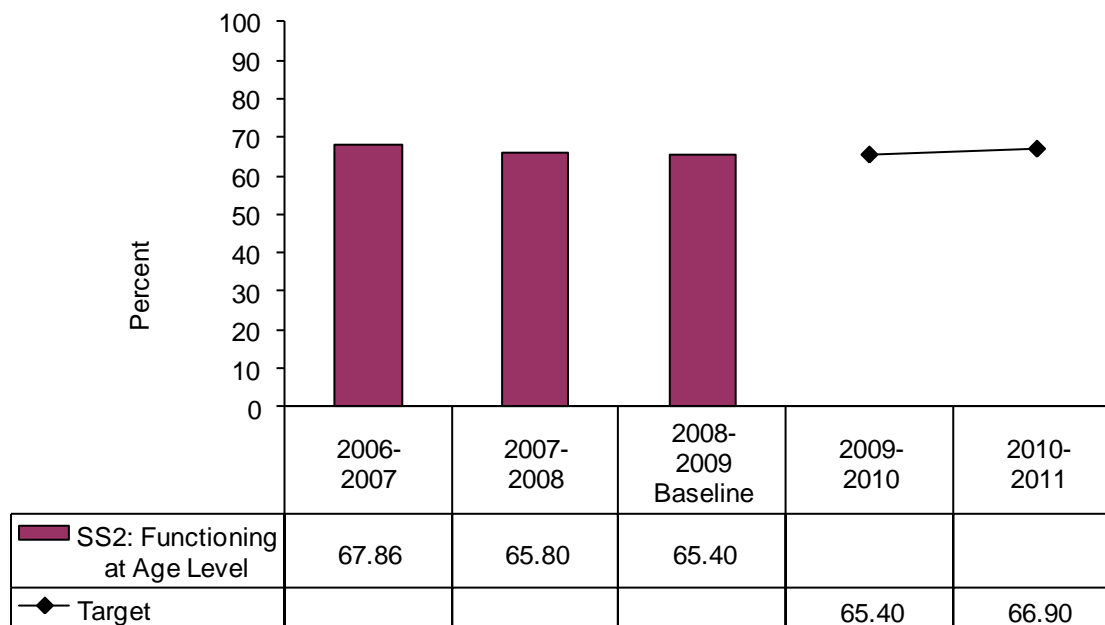
Note. FFY 2006 (2006-2007) percentages based upon N = 28; FFY 2007 (2007-2008) N = 541; FFY 2008 (2008-2009) N = 1338.

Figure C3.2. Percent of Infants and Toddlers with IFSPs Who Substantially Increased Rate of Growth in (A) Positive Social-Emotional Skills.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Figure C3.3. Percent of Infants and Toddlers with IFSPs Functioning within Age Expectations in (A) Positive Social-Emotional Skills.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Table C3.2 provides the corresponding n sizes for Outcome B and actual numbers used in calculation. Figure C3.4 illustrates the percent of children with IFSPs who demonstrate improved acquisition and use of knowledge and skills (Outcome B) across progress categories a through e at the time they turned three years of age or exited Early ACCESS services.

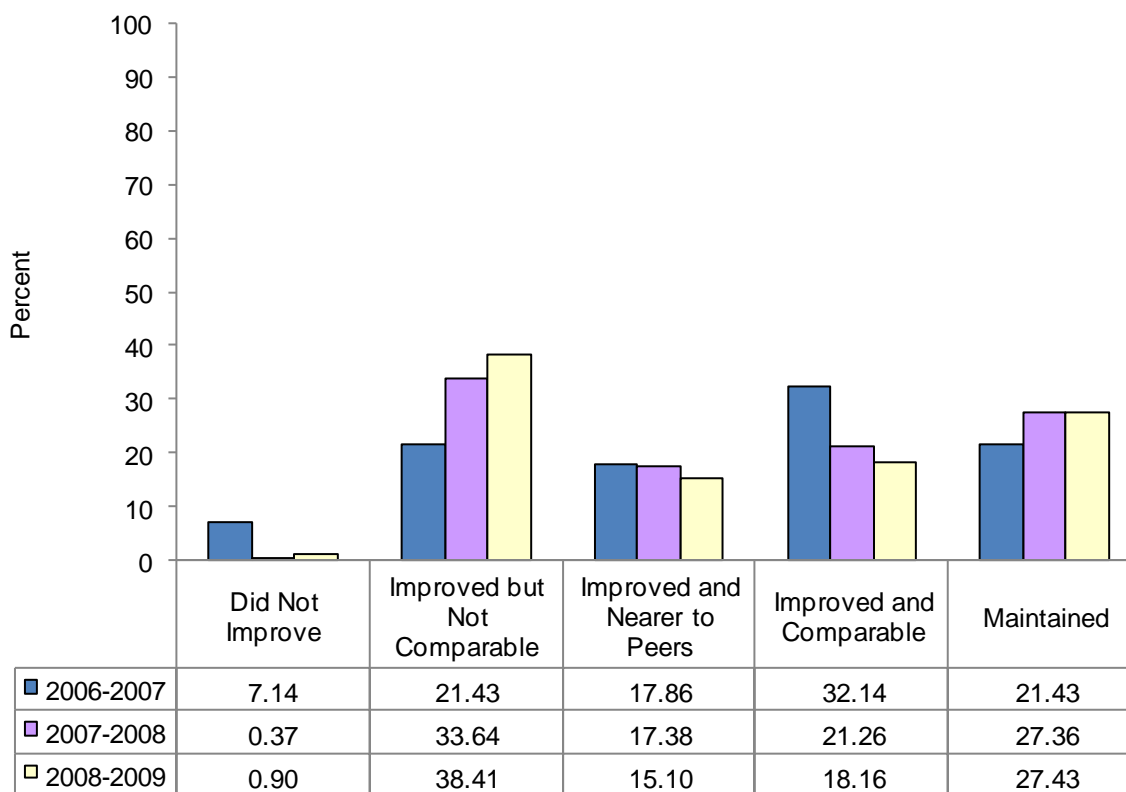
Table C3.2

Number and Percent (B) Acquisition and Use of Knowledge and Skills.

Category	Did Not Improve	Improved but Not Comparable	Improved and Nearer to Peers	Improved and Comparable	Maintained	Total
N	12	514	202	243	367	1338
Percent	0.90	38.41	15.10	18.16	27.43	100

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

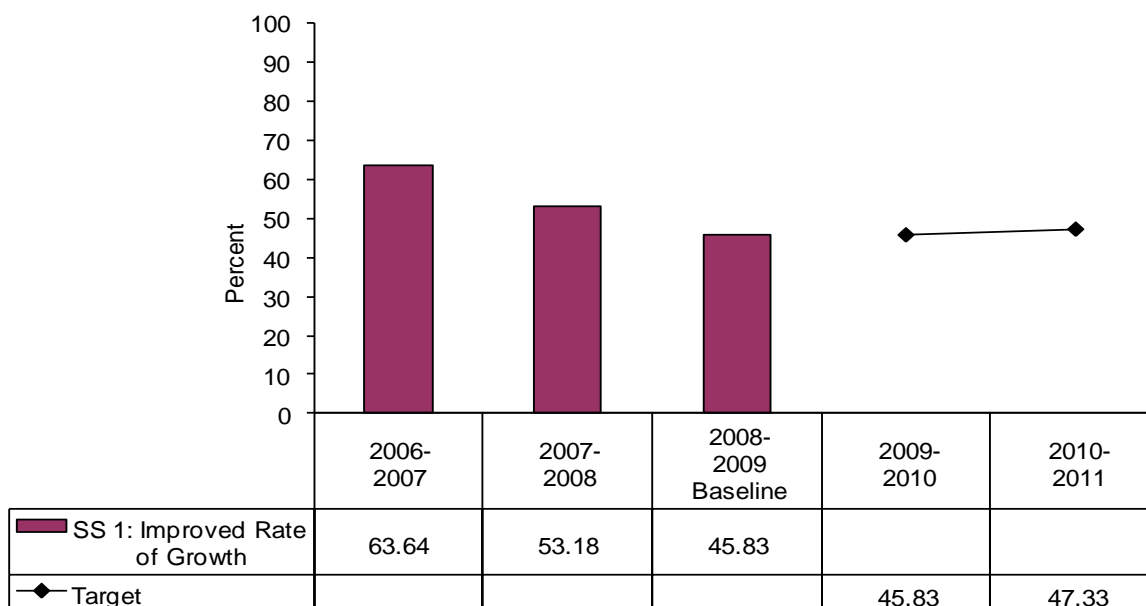
Figure C3.4. Percent of Infants and Toddlers with IFSPs Who Demonstrated Improved (B) Acquisition and Use of Knowledge and Skills (Including Early Language / Communication).



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

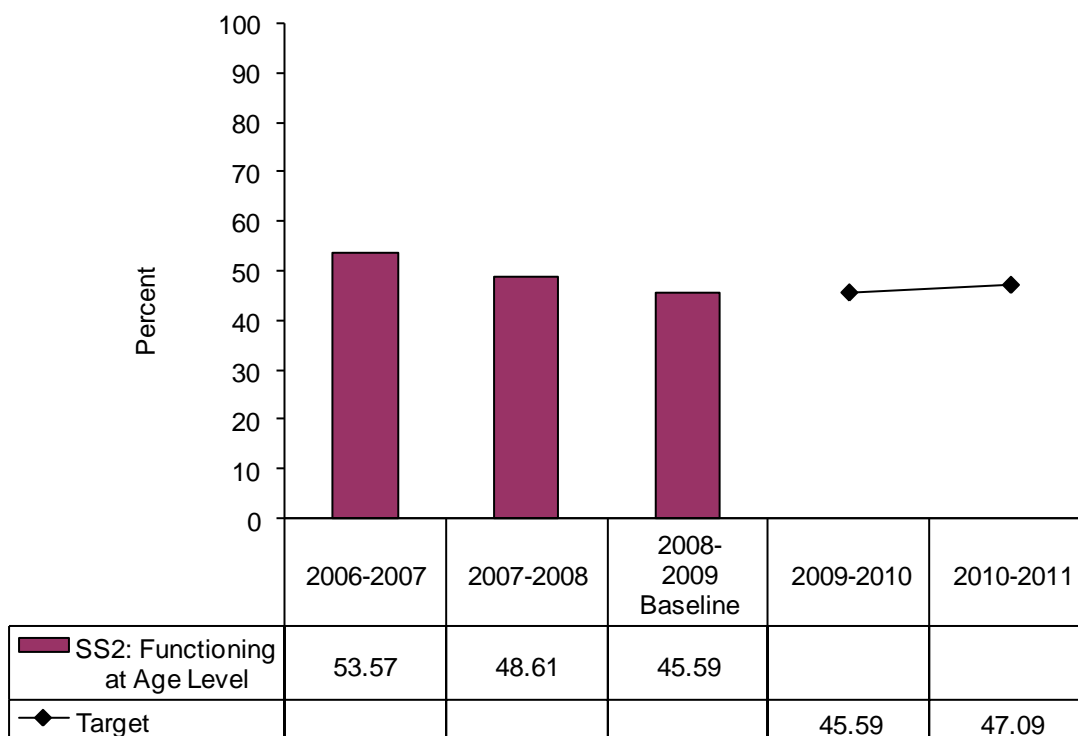
Note. FFY 2006 (2006-2007) percentages based upon N = 28; FFY 2007 (2007-2008) N = 541; FFY 2008 (2008-2009) N = 1338.

Figure C3.5. Percent of Infants and Toddlers with IFSPs Who Substantially Increased Rate of Growth in (B) Acquisition and Use of Knowledge and Skills.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Figure C3.6. Percent of Infants and Toddlers with IFSPs Functioning within Age Expectations in (B) Acquisition and Use of Knowledge and Skills.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

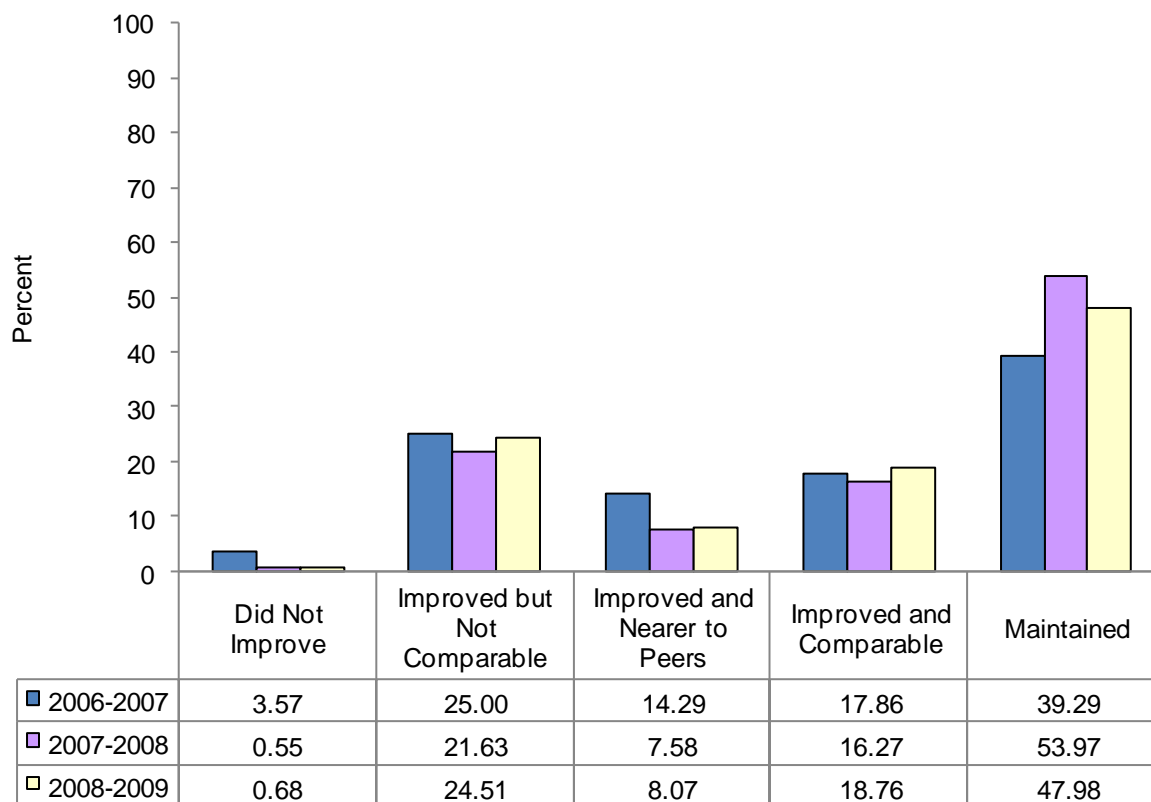
Table C3.3 provides the corresponding n sizes for Outcome C. Figure C3.7 illustrates the percent of children with IFSPs who demonstrate improved use of appropriate behaviors to meet their needs (Outcome C) across progress categories a through e at the time they turned three years of age or exited Early ACCESS services.

Table C3.3
Number and Percent (C) Use of Appropriate Behaviors.

Category	Did Not Improve	Improved but Not Comparable	Improved and Nearer to Peers	Improved and Comparable	Maintained	Total
N	9	328	108	251	642	1338
Percent	0.68	24.51	8.07	18.76	47.98	100

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

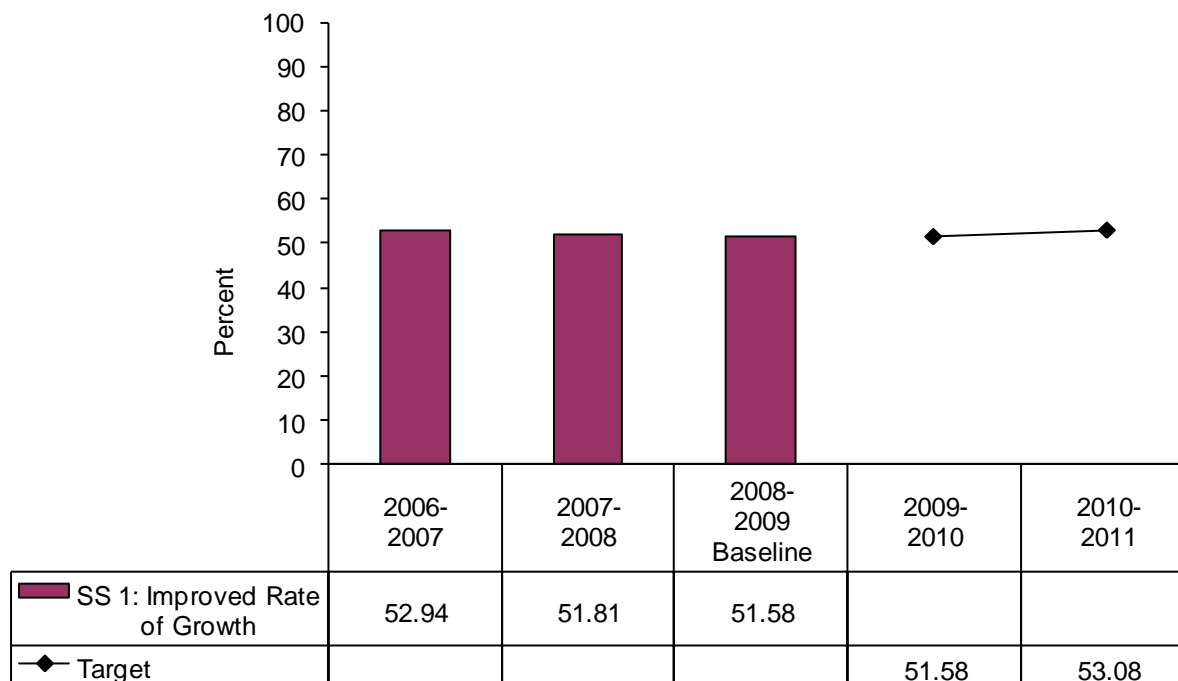
Figure C3.7. Percent of Infants and Toddlers with IFSPs Who Demonstrated Improved (C) Use of Appropriate Behaviors to Meet Their Needs.



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

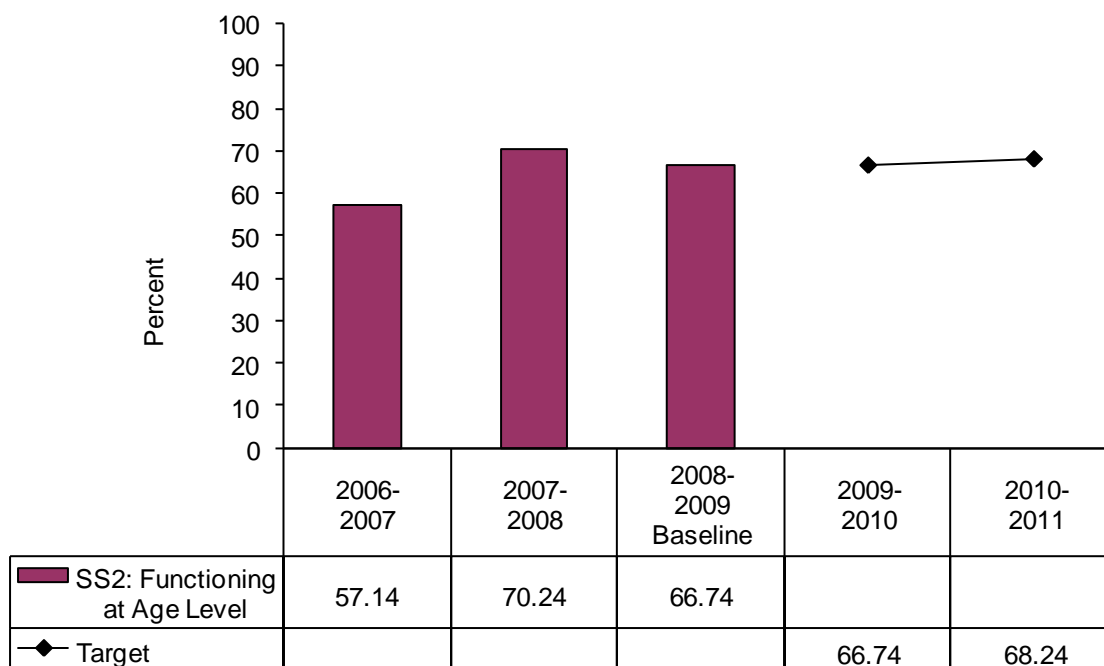
Note. FFY 2006 (2006-2007) percentages based upon N = 28; FFY 2007 (2007-2008) N = 541; FFY 2008 (2008-2009) N = 1338.

Figure C3.8. Percent of Infants and Toddlers with IFSPs Who Substantially Increased Rate of Growth in (C) Use of Appropriate Behaviors.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Figure C3.9. Percent of Infants and Toddlers with IFSPs Functioning within Age Expectations in (C) Use of Appropriate Behaviors.



Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Discussion of Baseline Data:

As described in the Overview of Issue/Description of System or Process section, the Lead Agency collected data on each of the three ECO areas (Outcomes A, B and C) for infants and toddlers based on the five progress categories (a through e) for every child whom entered Early ACCESS after June 30, 2006. The status of children entering Early ACCESS in FFY 2005 (2005–2006) was based on the previous three progress categories. Children entering Early ACCESS during FFY 2005 (2005–2006) were not included in the ECO data because entry for these children did not provide sufficient information to determine their progress based on the five progress categories established by OSEP in FFY 2006 (2006-2007).

Progress data used to calculate the two summary statements for Outcomes A, B and C reported in the FFY 2008 (2008-2009) APR are considered baseline data. Baseline data were available for 1,338 children at the time they turned three years of age or exited Early ACCESS services in FFY 2008 (2008-2009). The length of time the children in the baseline data participated in services ranged from 6.01 – 34.63 months, with an average of 16.63 months. The age range for children in the baseline data ranged from 6.74 – 36 months. While the number of children for whom data were available for FFY 2008 (2008-2009) increased from the previous years, many children who entered in FFY 2006 (2006-2007) through FFY 2008 (2008-2009) are still participating in early intervention services and will have exit data in subsequent years. Therefore, the proportions of children in the data may not be representative of children participating in Early ACCESS.

Of the 1,338 children included in the baseline data reported for FFY 2008 (2008-2009), greater than 40% substantially increased their rate of growth in each of the three outcome areas (Summary Statement 1). Specifically, 40.13% of children had improved their rate of growth with respect to (A) social-emotional skills, 45.83% had improved their rate of growth with respect to (B) acquisition and use of knowledge and skills, and 51.58% had improved their rate of growth with respect to use of (C) appropriate behaviors to meet their needs.

Greater than 60% of children were also functioning within age expectations for Outcomes A and C (Summary Statement 2). Specifically, 65.40% of children were functioning within age expectations with respect to (A) social-emotional skills, and 66.74% of children were functioning within age expectations with respect to (C) use of appropriate behaviors to meet their needs. Only 45.59% of children were functioning within age expectations with respect to the (B) acquisition of knowledge and skills.

The progress and baseline data were analyzed by the Lead Agency, Regional Grantee Leadership and State Interagency Coordinating Council (SICC) in Outcomes A, B and C. Given the increasing trend of the percentage of infants birth to one on IFSPs in Iowa between FFY 2006-2009 (2006-2007; 2007-2008; 2008-2009), stakeholders were concerned that these data were not reflective of all the children that received early intervention services. Stakeholder input expressed caution in the interpretation of progress and baseline data for setting targets.

Based on (1) progress data and current baseline data that may not be representative of children participating in Early ACCESS and (2) broad stakeholder input, Measurable / Rigorous Targets for the summary statements for Outcomes A, B and C were set for the remaining years of the current SPP as described below.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	Not Applicable.

2006 (2006-2009)	Not Applicable.
2007 (2007-2008)	Not Applicable.
2008 (2008-2009)	Not Applicable.
2009 (2009-2010)	<p>Outcome A, Summary Statement 1: 40.13% of children will have substantially increased their rate of growth with respect to social-emotional skills.</p> <p>Outcome A, Summary Statement 2: 65.40% of children will be functioning within age expectations with respect to social-emotional skills.</p> <p>Outcome B, Summary Statement 1: 45.83% of children will have substantially increased their rate of growth with respect to acquisition and use of knowledge and skills.</p> <p>Outcome B, Summary Statement 2: 45.59% of children will be functioning within age expectations with respect to acquisition and use of knowledge and skills.</p> <p>Outcome C, Summary Statement 1: 51.58% of children will have substantially increased their rate of growth with respect to use of appropriate behaviors to meet their needs.</p> <p>Outcome C, Summary Statement 2: 66.74% of children will be functioning within age expectations with respect to use of appropriate behaviors to meet their needs.</p>
2010 (2010-2011)	<p>Outcome A, Summary Statement 1: 41.63% of children will have substantially increased their rate of growth with respect to social-emotional skills.</p> <p>Outcome A, Summary Statement 2: 66.90% of children will be functioning within age expectations with respect to social-emotional skills.</p> <p>Outcome B, Summary Statement 1: 47.33% of children will have substantially increased their rate of growth with respect to acquisition and use of knowledge and skills.</p> <p>Outcome B, Summary Statement 2: 47.09% of children will be functioning within age expectations with respect to acquisition and use of knowledge and skills.</p> <p>Outcome C, Summary Statement 1: 53.08% of children will have substantially increased their rate of growth with respect to use of appropriate behaviors to meet their needs.</p> <p>Outcome C, Summary Statement 2: 68.24% of children will be functioning within age expectations with respect to use of appropriate behaviors to meet their needs.</p>

Improvement Activities / Timelines / Resources:

Based on (1) the structure outlined in the Overview of State Performance Plan Development, (2) Iowa's System of Early ACCESS, (3) broad stakeholder input, and (4) current data, the improvement activities that were described throughout the Overview of Issue / Description of System or Process section have been implemented during FFY 2008 (2008-2009). The following implementation strategies will be completed through FFY 2010 (2010-2011), the projected duration of the SPP.

Improvement Activity C3: Early Childhood Outcomes	Resources	Timeline
1) Research (Statewide systemic issues and specific AEA and district issues). a) Gather, report, and analyze ECO data with collaborative partners.	Early ACCESS Council, Early ACCESS Staff, Regional Grantees, Iowa Signatory Agencies Part C Funding	Annually
2) Planning (Statewide systemic issues and specific AEA and district issues). a) Design research-based professional development to provide Regional Grantees with knowledge and skills to address procedures for evaluation, ongoing child assessment and implementation of research-based interventions for birth to three-year-old children. b) Design professional development to provide Regional Grantees with the capacity to collect, analyze and report data from the ECO Summary form.	Early ACCESS Staff, Regional Grantees, Signatory Agencies Part C Funding	2005-2011
3) Professional Development and Implementation. a) Provide professional development to Regional Grantees to assist Early ACCESS service coordinators and early intervention providers to implement procedures for evaluation, ongoing child assessment and implementation of research-based interventions for birth to three-year-old children. b) Provide professional development to Regional Grantees to increase capacity to collect, analyze and report data from the ECO Summary form.	Early ACCESS Staff, Regional Grantees, Signatory Agencies Part C Funding	2005-2011
4) Evaluation and Progress Monitoring. a) Gather, report and analyze the implementation of appropriate policies, procedures and practices in the areas of evaluation, assessment and ongoing performance monitoring of children's development with the Regional Grantees. b) Provide Technical Assistance to Regional Grantees in the interpretation of the outcomes being achieved and make meaningful decisions based on what was learned.	Early ACCESS Staff, Regional Grantees, Signatory Agencies Part C Funding	2006-2011
5) Revision to Practice. a) Provide Technical Assistance to Regional Grantees in data-driven, research-based child assessment practices to document early childhood outcomes. b) Provide professional development to Regional Grantees to implement data-driven, research-based child assessment practices to document early childhood outcomes.	Early ACCESS Staff, Regional Grantees, Signatory Agencies Part C Funding	2006-2011

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator data reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
- B. Effectively communicate their children's needs; and
- C. Help their children develop and learn.

(20 U.S.C. 1416(a)(3)(A) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State performance Plan and each Annual Performance Report.

Measurement:

- A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
- B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
- C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

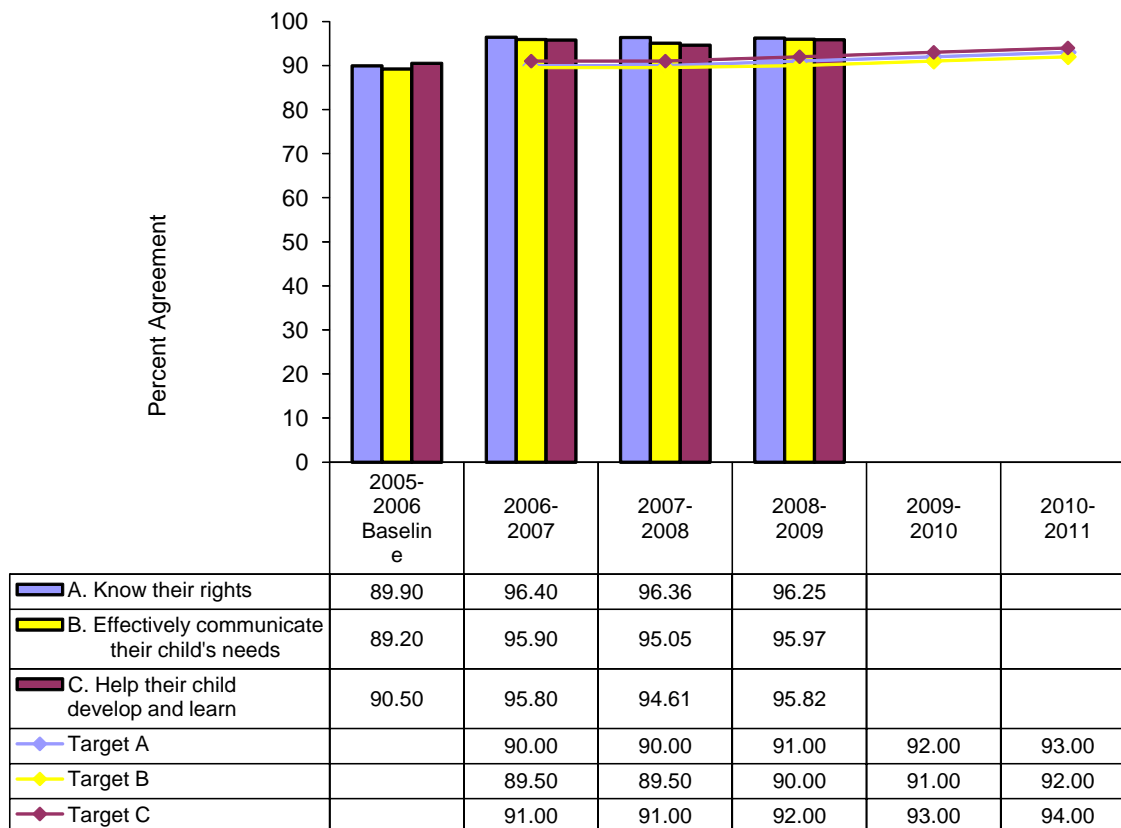
The provision of supports and services to help participating families is a performance indicator. Therefore, each state was allowed by OSEP to set their own targets from baseline data. The Lead Agency, with input from stakeholder groups, established measurable and rigorous targets for the six year State Performance Plan ranging from 89.2% to 94% for the percent of participating families reporting early intervention services helped them (A) know their rights; (B) effectively communicate their children's needs, and (C) help their children develop and learn.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	<ul style="list-style-type: none"> A. 91% of families participating in Part C report that early intervention services have helped the family know their rights. B. 90% of families participating in Part C report that early intervention services have helped the family effectively communicate their children's needs. C. 92% of families participating in Part C report that early intervention services have helped the family help their children develop and learn.

Actual Target Data for 2008 (2008-2009):

Figure C4.1 illustrates the FFY 2005 (2005-2006) baseline data used to establish the six-year targets and FFY 2006 (2006-2007) - FFY 2008 (2008-2009) results from the Part C Family Survey.

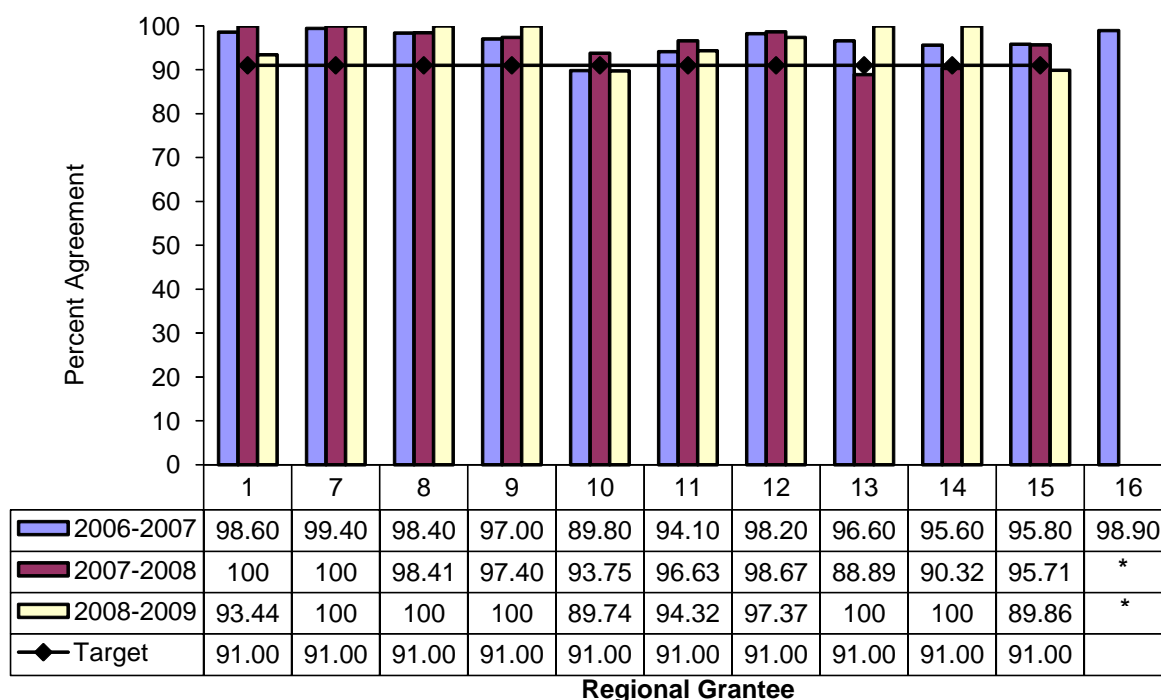
Figure C4.1. Percent of Families Reporting that Early Intervention Services Helped the Family.



Source. North Central Regional Resource Center, Families' Ratings Report, January 2007, FFY 2005 (2005-2006). Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Figures C4.2, C4.3 and C4.4 provide the target data in the three sub-categories for each Regional Grantee. The figures include comparisons of three-year trend data for FFY 2006 (2006-2007) through FFY 2008 (2008 - 2009) to the targets for FFY 2008 (2008-2009).

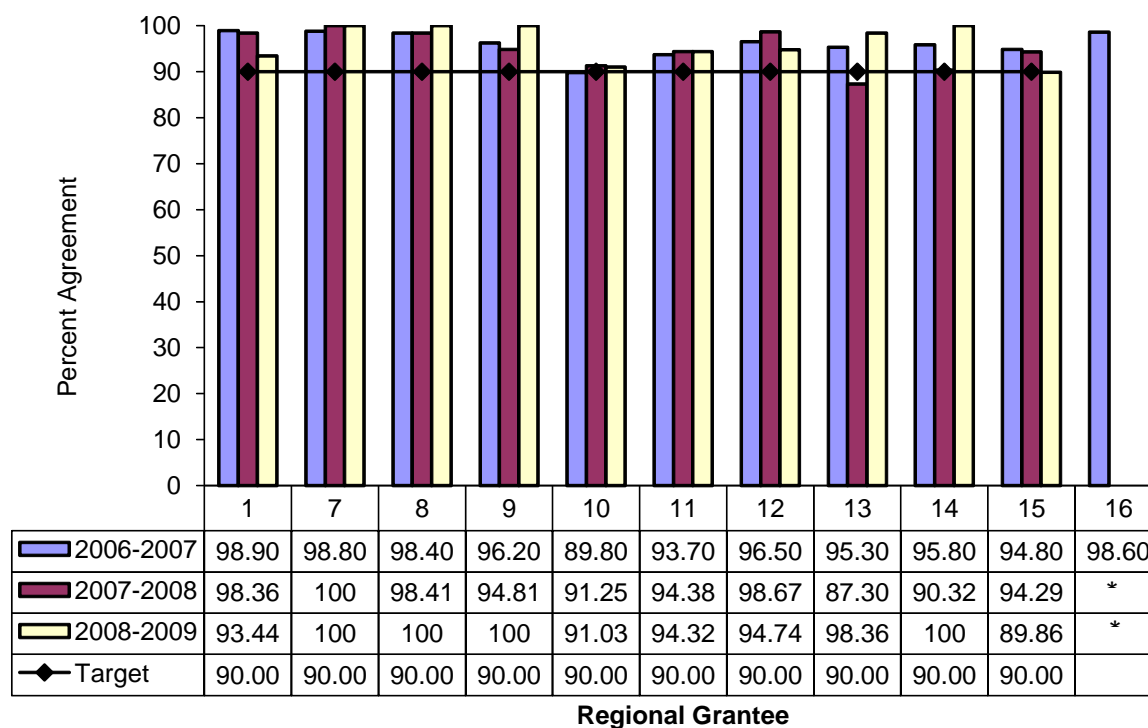
Figure C4.2. Percent of Regional Grantee Data for Families Reporting that EIS Helped the Family (A) Know their Rights.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

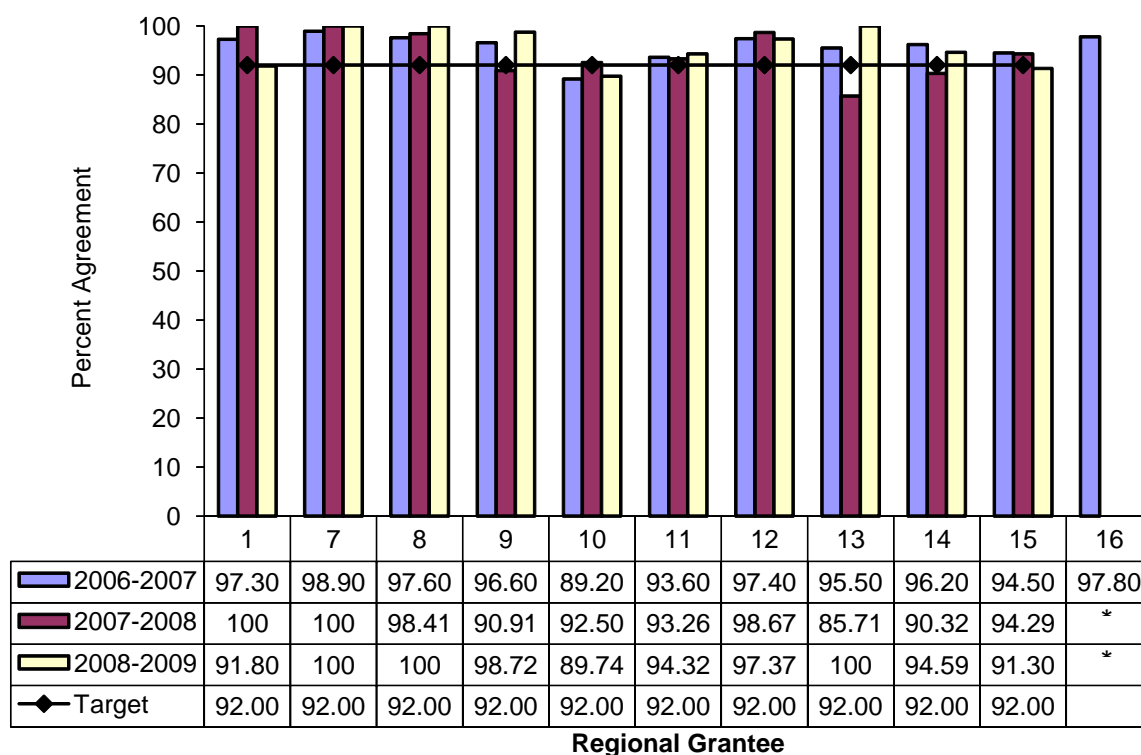
Figure C4.3. Percent of Regional Grantee Data for Families Reporting that EIS Helped the Family
(B) Effectively Communicate their Child's Needs.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Figure C4.4. Percent of Regional Grantee Data for Families Reporting that EIS Helped the Family
(C) Help their Child Develop and Learn.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Table C4.1 provides the FFY 2008 (2008-2009) data for the percentages and numbers used to determine the three sub-categories by Regional Grantee for calculation of Figures C4.1, C4.2, C4.3 and C4.4.

Table C4.1

Regional Grantee and State Data Comparisons of Family Survey Results for FFY 2008 (2008-2009).

Regional Grantee	(A) Know Their Rights	(B) Effectively Communicate Child's Needs	(C) Help Child Develop and Learn
1	93.44% 57/61	93.44% 57/61	91.80% 56/61
7	100% 79/79	100% 79/79	100% 79/79
8	100% 67/67	100% 67/67	100% 67/67
9	100% 78/78	100% 78/78	98.72% 77/78
10	89.74% 70/78	91.03% 71/78	89.74% 70/78
11	94.32% 83/88	94.32% 83/88	94.32% 83/88
12	97.37% 74/76	94.74% 72/76	97.37% 74/76
13	100% 61/61	98.36% 60/61	100% 61/61
14	100% 37/37	100% 37/37	94.59% 35/37
15	89.86% 62/69	89.86% 62/69	91.30% 63/69
State	96.25% 668/694	95.97% 666/694	95.82% 665/694

Source. Iowa's System to Achieve Results (I-STAR), FFY 2008 (2008-2009).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

Iowa met all three targets for FFY 2008 (2008-2009) as indicated in Figure C4.1. In FFY 2008 (2008-2009) the percentage of families who reported that early intervention services have helped the family changed slightly from the previous year. There was a slight decrease in (A) Know their rights, -.11%; while the other two categories increased, (B) Effectively communicate their children's needs, +.92%; and (C) Help their children develop and learn, +1.21%. Each category met the projected targets. Reliability of year four data was considered high due to the 99 - 100% return rate from all Regional Grantees.

Analysis of Regional Grantee performance revealed the following:

- (A) Know your Rights: Eight of ten Regional Grantees met the target. Two Regional Grantees missed the target by less than 0.03%. Five Regional Grantees achieved 100%. Compared to last year, one maintained 100%, four increased to 100%, and five experienced slippage.
- (B) Helping Families Communicate Their Child's Needs: All ten Regional Grantees met the target. Four Regional Grantees achieved 100%. Compared to last year, one maintained 100%, three increased to 100%, one increased more than 1%, and five experienced slippage.
- (C) Helping Families Help Their Child Develop and Learn: Nine of ten Regional Grantees met the target. Three Regional Grantees achieved 100%. Compared to last year, one maintained 100%, two increased to 100%, three increased between 1 - 7.8%, and four experienced slippage.

Several improvement activities were implemented to impact family outcomes. Improvement activities focused on state-wide training of the Part C Procedures Manual, Service Coordination Training Programs, and family leadership in personnel preparation.

Verification of data. Iowa issued a Request for Proposal (RFP) in April 2005 for the development of a state monitoring and improvement data system designed to enhance Iowa's federal requirement for monitoring of IDEA 2004 Part B and C by focusing on efficient and effective use of technology to make data-based decisions to improve specialized programs and services for Iowa's children. The contract was awarded to Education Data Services and Information Systems, LLC (EDSIS). The contractor works collaboratively with assigned state staff and all impacted agencies in order to ensure the implementation of an effective IDEA Part B and C monitoring system. The data system, Iowa's System to Achieve Results (I-STAR), was used for Family Surveys in FFY 2006-2008 (2006-2007; 2007-2008; 2008-2009). Each Area Education Agency assigned a qualified and trained person to enter the family survey data into the I-STAR system.

(a) Sampling procedures. In FFY 2008 (2008-2009), Iowa used the FFY 2005 (2005-2006) approved sampling plan. Sample selection procedures were established so populations were representative of the Region and the State. Sample size was determined based on a margin of error for 95% confidence interval at not more than 0.10. In addition to the necessary sample size, excess was drawn for each AEA so that, if repeated attempts to contact selected parents were unsuccessful, alternate parents from the excess list were contacted. To be able to reach a target number in a Region, AEA personnel received a list of child identification numbers and parent contact information, in a randomized order of all children with IFSPs. If parents declined to fill out a survey or could not be contacted after three attempts, the next name was selected. A randomized, representative alternate list of families was built into the I-STAR system so that the alternate family replaced the original sample family if needed. This enabled Iowa to reach 99% participation.

The sample size for each AEA and number of children are summarized in Table C4.2. The sampling plan called for randomly selecting children and having their parents complete the survey questionnaire. The random samples were drawn from Iowa's electronic database, the Information Management System (IMS), the fall of 2008, for children birth to three with active IFSPs in Iowa.

Table C4.2

Number of IFSPs and Sample Size by Regional Grantee: Ages Birth - Three Population.

Regional Grantee	Number of IFSPs	Sample Size
1	192	61
7	431	79
8	199	67
9	418	78
10	411	78
11	1047	88
12	352	76
13	210	61
14	59	37
15	257	69
State Total	3576	694

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Iowa collected 99% (694/701) of the sample from Regional Grantees, supporting high confidence in the results. The Lead Agency considered all survey data accurate and collected in a timely manner.

Participants. Parents of children with IFSPs who were identified as part of the representative sample, February through June 2009, participated in the *Family Survey-Early Intervention Survey*. This sample was considered representative of the state.

Instrumentation. The 47-item *Family Survey-Early Intervention Survey* (NCSEAM, 2005) was used in FFY 2006-2007 (2006-2007; 2007-2008), but was modified for FFY 2008 (2008-2009). The primary reasons for the change was feedback from stakeholders groups that identified the 47-item survey was too lengthy for parents to complete and the questions were not all applicable and not all used for improvement planning. The new form is composed of 21 items which are used to measure C4 (A) Helping Families Know Their Rights, (B) Helping Families Communicate, and (C) Helping Families Help Their Child Develop and Learn. Therefore in FFY 2008 (2008-2009), Iowa used the revised *Family Survey-Early Intervention* (NCSEAM, version 2.0, adapted form) to obtain birth to three family-centered services data. See revised survey at end of this indicator. This revision meets the Indicator measurement requirements and maintains the integrity of year to year comparisons.

Procedures. The Service Coordinator provided the randomly selected family a copy of the survey at a home visit along with an Early ACCESS Regional Grantee addressed, stamped envelope. The family completed the survey after the Service Coordinator had left to assure confidentiality. After completing the survey, the family used the pre-addressed and stamped envelope to mail to the Regional Grantee. If the family did not complete a survey, the Regional Grantee designee followed up to complete the surveys by phone and at least three attempts were made. Regional Liaisons or designees then entered the completed survey data into I-STAR.

(b) Sample representation. The population proportions were analyzed by data consultants at the Iowa Department of Education. No concerns were identified in response rates, missing data or selection bias.

Table C4.3 represents race/ethnicity data the Lead Agency analyzed comparing Part C population percentages with representation data of the sample. Iowa is not reporting by local program because it would result in the disclosure of personally identifiable information about individual children.

Table C4.3

Percent Race/Ethnicity Survey Population Compared to Part C Population.

Race	Part C Population	Survey Population	Difference
Black	7.16%	6.76%	-0.40%
Hispanic	9.17%	8.81%	-0.36%
Asian or Pacific Islander	1.68%	0.82%	-0.86%
American Indian or Alaska Native	0.67%	0.20%	-0.47%
White	81.32%	83.40%	2.08%

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

The Lead Agency also analyzed age and gender data comparing Part C population percentages with representation data of the sample. The total survey N response was 694, with 19.16% under one-year-olds, 35.25% 1-to 2-year-olds, and 45.59% two and older. The difference between ages of the Part C population and the survey N response ranged between -0.74 to 0.70. Gender representation was 41.50% female and 58.50% male with a difference of -1.14 to +1.14.

In summary, the sample was technically proportionately representative to within 2.08% of the Iowa Part C population, by age, race, and gender. Iowa considered these data as representative of each of the individual Regional Grantees as well as the State population of children served in Early ACCESS.

Data verification - analysis methodology. The analysis was done by Iowa Department of Education data consultants, using the same analysis formula that was developed in FFY 2005 (2005-2006) by Thomas J. Delaney, Eds., Educational Specialist, North Central Regional Resource Center to set the percentages for each sub-category.

Analysis of data to identify concerns. FFY 2008 (2008-2009) Family centered services survey data for C4 were analyzed by the Lead Agency, Regional Grantee Leadership, and the State Interagency Coordinating Council (SICC) on families perceptions of how early intervention services and supports helped them. Stakeholders affirmed that families were generally satisfied with the services and supports provided to them and to their children. After analyzing the data, stakeholders commented that considering the economy and natural disasters (tornadoes, floods and blizzards) that hit the state within the past year, it was remarkable that the targets were still met and exceeded.

Analysis of policies, procedures and practices. The Lead Agency continued working to strengthen the Part C finance system in order to maximize the coordination of resources. Planning for the effective use and reporting of the additional Part C American Recovery and Reinvestment Act (ARRA) funds was a priority in 2009. Funds were designated for direct services, helping local programs keep pace with the long-term annual increases of children served (doubled in last seven years). Iowa has plans to address sustainability during FFY 2009 and 2010. In spring 2009, the Lead Agency with the support of Department of Education

administration, was successful in securing a third year of state appropriations for Early ACCESS. The allocation went to direct services, including nutrition services, to serve underserved populations such as children referred by CAPTA (Child Abuse Prevention and Treatment Act); prematurity; medically complex and drug affected.

Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. This manual was adopted, with minor changes, by one of the Signatory Agencies who provides services coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements. Procedures specific to this indicator and its related requirements were found in several sections, including: Section 1. Overview of Early ACCESS, Section 2. Comprehensive Identification Procedures, Section 3. Service Coordination, and Section 7. Procedural Safeguards.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support of the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and one Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Requirements and definitions of each of the early intervention services;
- Communication with Referral Sources;
- Children with IFSPs transferring from other states;
- Report writing;
- Decisions and scenarios regarding eligibility determination, parent declines, and needed documentation;
- Procedures and documentation regarding parent withdrawal of consent for services;
- Transition Toolbox steps and implementation;
- Documents required for the child's record; and
- Team decision-making regarding Early Childhood Outcomes (ECO).

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual, including linking documents that provide best practices and clarifying information (e.g., scenarios).

Technical assistance. Iowa's Part C system, Early ACCESS, implements *Guiding Principles and Practices for Delivery of Family Centered Services* that were developed by the Lead Agency and the Iowa SCRIPT team (Supporting Changes and Reform in Inter-professional Pre-service Training). These principles and practices are the foundation for designing and delivering family centered services by all Early ACCESS partners. The eight principles that guide practice are:

1. The overriding purpose of providing family-centered help is family empowerment, which in turn benefits the well-being and development of the child.
2. Mutual trust, respect, honesty, and open communication characterize the family/provider relationship.

3. Families are active participants in all aspects of decision-making. They are the ultimate decision-makers in the amount, type of assistance, and the support they seek to use.
4. The ongoing work between families and providers is about identifying family concerns (priorities, hopes, needs, outcomes, or wishes), finding family strengths, and the services and supports that will provide necessary resources to meet those needs.
5. Efforts are made to build upon and use families' informal community support systems before relying solely on professional, formal services.
6. Providers across all disciplines collaborate with families to provide resources that best match what the family needs.
7. Support and resources need to be flexible, individualized and responsive to the changing needs of families.
8. Providers are cognizant and respectful of families' culture, beliefs, and attitudes as they plan and carry out all interventions.

Four primary strategies have been used by the Iowa Lead Agency to implement these principles and provide support to families through (1) The service coordinator's role; (2) The availability of resource personnel in each region; (3) Specific training and seminar opportunities; and (4) The personnel preparation development system.

The Family-Centered Principles are the philosophical foundation of the *Family-Centered Service Coordination Competency-Based Training Modules*. The Early ACCESS system of Iowa promotes these Family-Centered Principles in all aspects of training service professionals.

The Lead Agency continues to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009), Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and are focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures, and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module 1- *Federal State and Local Rules, Regulations and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006-2008 (2006-2007; 2007-2008; 2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

The Parent-Educator Connection (PEC), an Iowa Department of Education initiative, has worked with families, educators, and community partners to promote success for all children and youth with disabilities since 1984. PEC Coordinators support capacity building for families through activities such as personal contacts, trainings, Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, supportive activities for transition from Part C to B, and the statewide PEC Conference.

During FFY 2008 (2008-2009) the Lead Agency teamed with a local university to begin developing an on-line unit on using assessment data to develop family-centered, measurable outcomes within the IFSP process. The unit will provide basic information for service providers and service coordinators as well as additional learning activities that can be used by those more

experienced. The units integrate family-centered principles, evidence-informed practices, federal and state requirements and recommended practices. Web resources and local resources are woven into the unit.

One of the most important ways that Iowa empowers families and enhances personnel preparation curriculum is through the *Parents as Presenters* two-day workshop. This was the eighth year it was offered to a group of 32 selected parents. The workshop provided training for parents willing to share their experiences with students in college classes and community organizations for future early intervention professionals. Parents learned presentation techniques and experienced skills training to “Tell their Story”. Nine alumni returned to serve as faculty, further promoting parent leadership opportunities. In FFY 2008 (2008-2009), 54 stipends were requested from parents that presented to pre-service and in-service classes and trainings.

Ongoing monitoring and enforcement as needed. In FFY 2008 (2008-2009) the Lead Agency monitored family outcomes in all Regional Grantees. No non-compliance findings were identified in FFY 2008 (2008-2009).

Iowa’s System to Achieve Results (I-STAR) was used to monitor related requirements for all Regional Grantees (file review using random sample of 10% IFSPs). This allows Regional Grantees to see their performance in all areas related to this indicator. Examples of related requirements for family outcomes include family-directed assessment of family priorities, resources and concerns; assessment of child’s health and development; family rights; and contents of IFSP. In FFY 2008 (2008-2009), the Lead Agency identified and addressed one noncompliance noted for related requirements. The Regional Grantee was notified of noncompliance within 30 days. The Regional Grantee submitted a Corrective Action Plan to correct noncompliance within one year. The Corrective Action Plan has been approved by the Lead Agency. In addition, all individual children’s files have been corrected and verified by the Lead Agency.

Each Region submitted year end reports to document improvement activities that were conducted to reach and/or maintain state targets in all indicators. Regional Grantees conducted the following improvements activities during FFY 2008 (2008-2009):

- Maintained systems of technical assistance and ongoing support and clarified procedures and requirements through professional development offered at regular service coordinator meetings;
- Provided training and ongoing support regarding: how to share parent’s rights; write family-driven measureable outcomes; discuss the purpose and goals of Early ACCESS with families; improve family assessment practices; and use family-centered practices;
- Improved data collection by working to get 100% completion of the Family Survey in their region;
- Provided Service Coordination Module trainings in collaboration with other regions and Signatory Agencies;
- Provided new staff with mentors to enhance their knowledge and skills; and
- Identified other staff, such as Parent-Educator-Coordinators (PEC) that could reinforce the tenets of measure C4 in their work with families.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2009 (2009-2010):

There are no revisions to targets, improvement activities, timelines or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

<h2 style="text-align: center;">Family Survey — Early Intervention</h2> <p>This is a survey for families receiving <i>Early Intervention</i> services (Early ACCESS). Your responses are important. The state will use your responses to improve services and results for children and families. For each statement below, please select one choice: Very Strongly Disagree, Strongly Disagree, Disagree, Agree, Strongly Agree, Very Strongly Agree. In responding to each statement, think about your experience with <i>Early Intervention</i> services over the past year. You may skip any statement that you feel does not apply to your family. Your responses will be kept confidential.</p>		<p>For Office Use Only: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Use a Pencil to mark a box. Use a check mark in the appropriate box.</p>					
		Very Strongly DISAGREE	Strongly DISAGREE	DISAGREE	AGREE	Strongly AGREE	Very Strongly AGREE
FAMILY-CENTERED SERVICES							
1. I was given choices concerning my family's services and supports.	1.						
2. My family's daily routines were considered when planning for my child's services.	2.						
<i>My family was given information about:</i>							
3. The rights of parents regarding Early ACCESS services.	3.						
4. Community programs that are open to all children.	4.						
5. Opportunities for my child to play with other children.	5.						
6. How to advocate for my child and family.	6.						
7. Who to call if I am not satisfied with the services my child receives.	7.						
<i>The Early ACCESS service provider(s) that work with my child:</i>							
8. Are good at working with my family.	8.						
9. I was given information to help me prepare for my child's transition.	9.						
IMPACT OF EARLY INTERVENTION SERVICES ON YOUR FAMILY							
<i>Over the past year, Early ACCESS services have helped me and my family:</i>							
10. Improve my family's quality of life.	10.						
11. Know where to go for support to meet my child's needs.	11.						
12. Get the services that my child and family need.	12.						
13. Feel more confident in my skills as a parent.	13.						
14. Understand how the Early ACCESS system works.	14.						
15. Feel that my family will be accepted and welcomed in the community.	15.						
16. Communicate more effectively with the people who work with my child and family.	16.						
17. Understand the roles of the people who work with my child and family.	17.						
18. Know about my child's and family's rights concerning Early ACCESS services.	18.						
19. Do things with and for my child that are good for my child's development.	19.						
20. Understand my child's special needs.	20.						
21. Feel that my efforts are helping my child.	21.						
Please Return in the Enclosed Envelope —Thank You for Your Participation—							
<p>Adapted from Version 2.0, National Center for Special Education Accountability Monitoring http://www.monitoringcenter.iuhsc.edu</p> <p>SIU/MSI/Revised 10-1-08</p>							

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator data reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 5: Percent of infants and toddlers birth to 1 with IFSPs compared to national data.

(20 USC 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data.

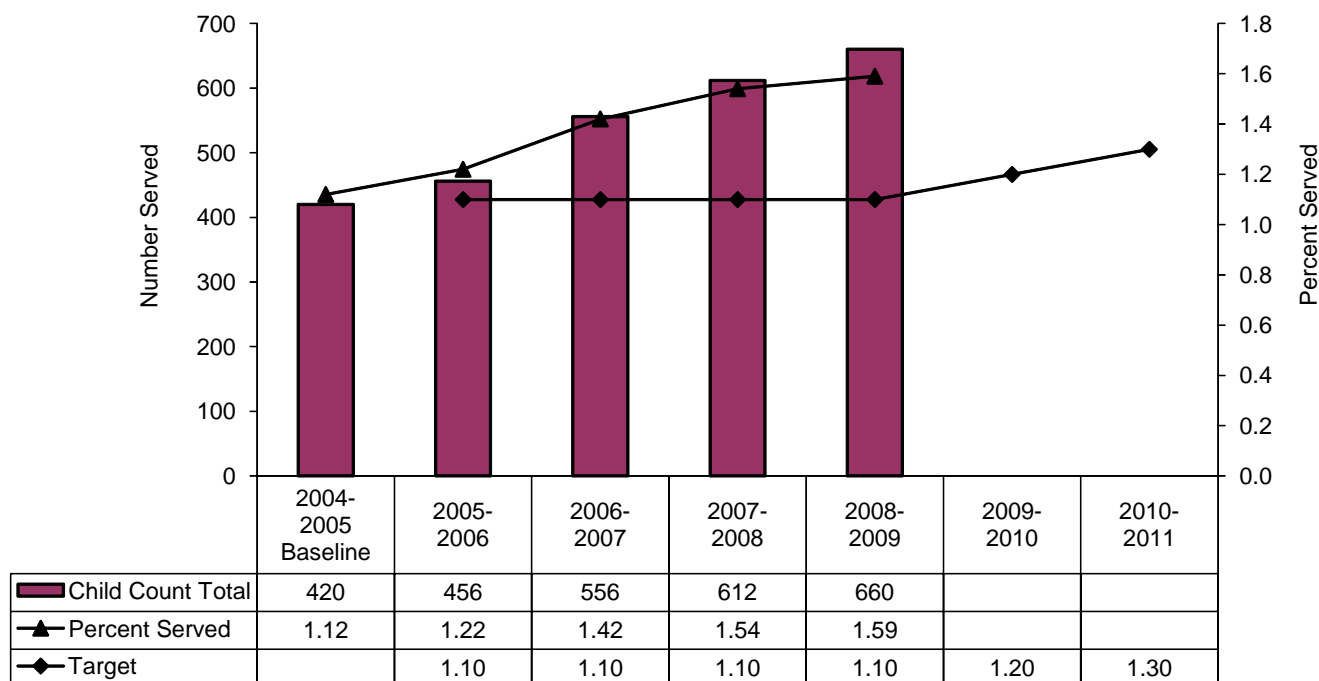
The provision of child find and early intervention services is a performance indicator. Therefore, each state was allowed by OSEP to set their own targets from baseline data. The Lead Agency, with input from stakeholder groups, established measurable and rigorous targets ranging from 1.1% to 1.3% for the percent of infants and toddlers from birth to 1 with IFSPs for the six year State Performance Plan.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	Percent of infants and toddlers birth to 1 with IFSPs will maintain at 1.1%, and when compared to national data will maintain as 0.2% difference based on baseline year data.

Actual Target Data for FFY 2008 (2008-2009):

Figure C5.1 shows results for the number and percentage of infants birth to one served in Part C (Early ACCESS) during baseline FFY 2004 (2004-2005) - FFY 2008 (2008-2009) data. The percentages shown for FFY 2004 (2004-2005) were based on the December 1st Child Count, compared to Iowa birth minus death totals for the previous year. Data reported for the next years, FFY 2005 (2005-2006) - FFY 2008 (2008-2009) were based on the one-day child count that occurred on the last Friday of October and compared to the 2004 Census estimations. Data collection was based on census (not sampling) [and are consistent with Iowa's reported 618 Data Table 1].

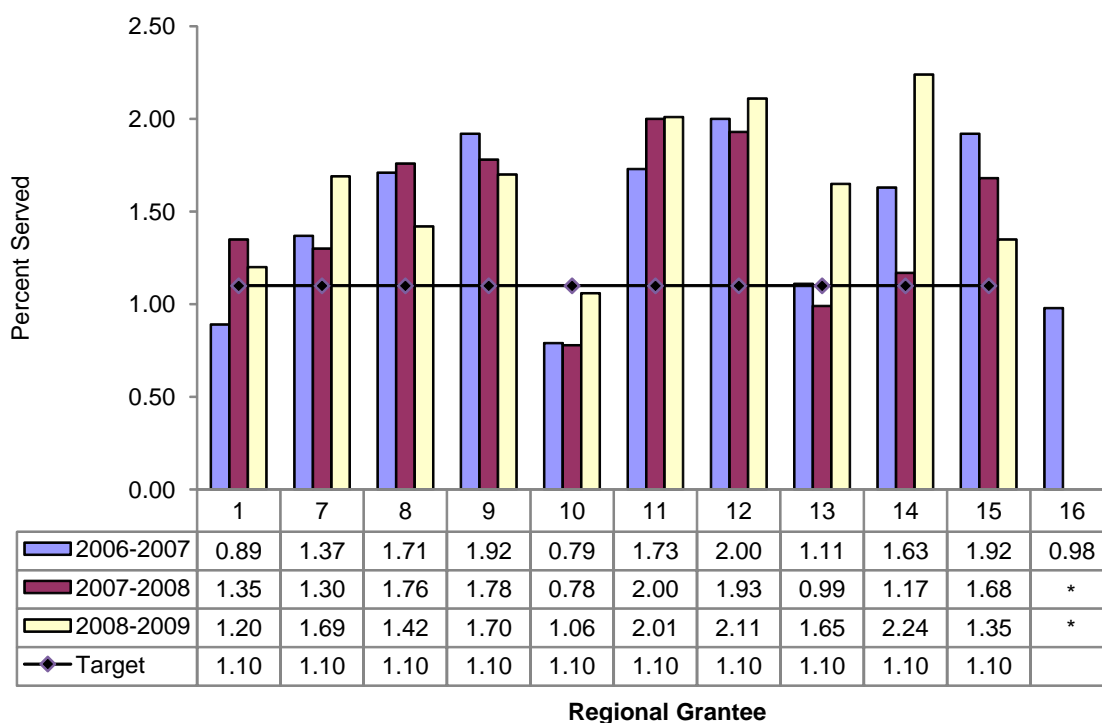
Figure C5.1. Number and Percent of Infants Birth to One with IFSPs.



Source. 618 Tables and U.S. Census Data, FFY 2004 (2004-2005) - FFY 2005 (2005-2006). U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Figure C5.2 shows results for the 10 Regional Grantees' baseline FFY 2006 (2006-2007) - FFY 2008 (2008-2009) data for the percent of infants served from birth to one year of age. Data reported for FFY 2006 (2006-2007) - FFY 2008 (2008-2009) were based on the one-day child count that occurred on the last Friday of October and were compared to resident population census estimates.

Figure C5.2. Percent of Infants Birth to One with IFSPs by Regional Grantees, Three-Year Trend.

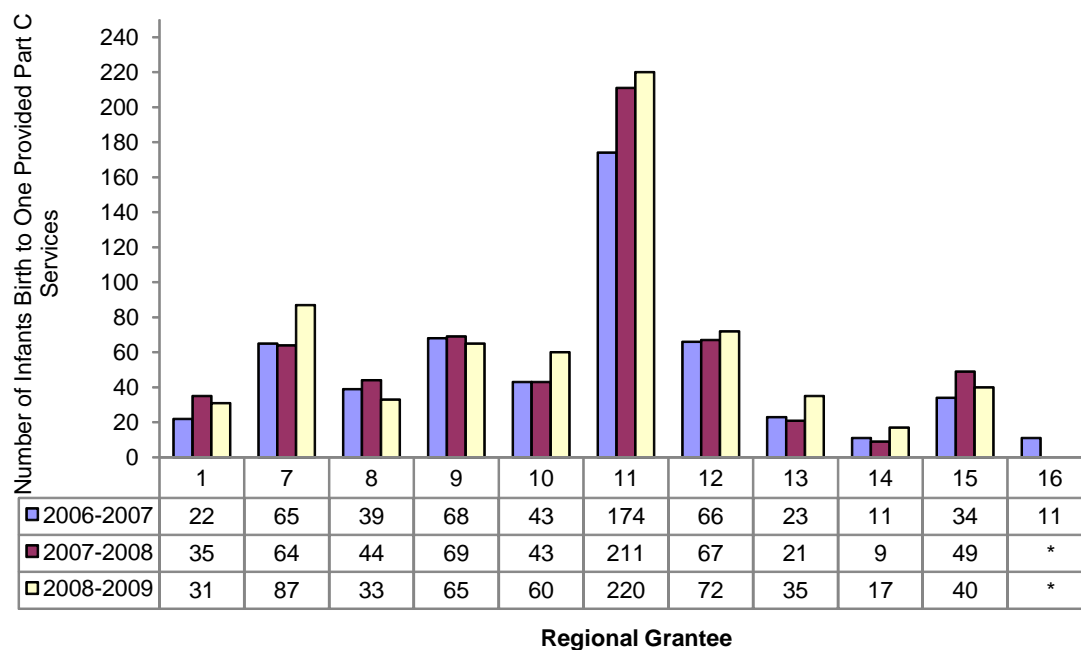


Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Figure C5.3 provides results for the 10 Regional FFY 2006 (2006-2007) - FFY 2008 (2008-2009) data for the number of infants served from birth to one year of age.

Figure C5.3. Number of Children (Birth to Age One) with IFSPs by Regional Grantees, Three-Year Trend.



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Comparison of Iowa to National data. The National average for the population of birth to age one infants who received Part C (Early ACCESS) services was 1.04. Iowa's percent served was 1.59. The calculated difference between Iowa's percent served and the national percent was 0.55. Iowa's target was to maintain a 0.20 percent difference. [Source. U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), OMB #1820-0557: "Infants and Toddlers Receiving Early Intervention Services in Accordance with Part C," 2008. Data updated as of August 3, 2009.]

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

In FFY 2008 (2008-2009), Iowa exceeded the state target of 1.1% for the number and percentage of infants receiving early intervention services with performance at 1.59%. In addition, FFY 2008 (2008-2009) data results of 1.59% increased from year three FFY 2007 (2007-2008) data results of 1.54% children served, a 0.05% increase. Nine of the 10 Regional Grantees met and/or exceeded the 1.1% target for year four of the State Performance Plan..

In comparing Iowa's 1.59%, to the national average of all fifty states and District of Columbia (1.04%), Iowa's 0.55 difference with the national average exceeded the target of maintaining a 0.2 difference when compared to the national average. Iowa made a gain of 0.47 percent since the baseline year.

Several improvement activities were implemented to impact meeting the target for this indicator. The Lead Agency and Regional Grantees concentrated efforts on early identification with the help of interagency partners: Partnerships with Department of Human Services and judicial system regarding CAPTA (Child Abuse Prevention and Treatment Act); and the Department of Public Health regarding Early Hearing Detection and Intervention (EHDI) and 1st Five initiative; the participation in Service Coordination of Title V programs and Child Health Specialty Clinics; and distribution of public awareness materials; referral procedures; and data analysis of referral sources to the Early ACCESS system.

Verification of data. Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data entry personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if the code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review

the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable age/IFSP age-eligibility combination, blank code, invalid program/service combination, and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS, personnel, and discipline data and contact IMS and Regional Grantee staff with specific accuracy issues above and beyond the Verification Report to rectify any data abnormalities.

Data verification procedures for IMS are described in more depth in Indicator 14.

Analysis of data to identify concerns and effectiveness. Data on FFY 2004 (2004-2005) baseline, FFY 2005 (2005-2006) - FFY 2008 (2008-2009) child find data were analyzed by Lead Agency, Regional Grantee Leadership and State Interagency Coordinating Council (SICC) on children served in Early ACCESS. These analyses led Regional Grantees to implement activities to improve their child count. Examples of activities included: adding new partners to local coordinating councils, building relationships with referral sources who serve children with known conditions (foster care, NICU, etc.), reaching out to referral sources that may not be in their service area but serve children in their service area, and monthly self monitoring of referral data.

Analysis of the 10 Regional Grantee data indicated consistent increases for six of the 10 Regions for the percent of infants served (Figure C5.2). Nine Regions met the target, one did not. The one Region that did not meet the target did show significant progress towards the target. This Region served 0.78 children birth to one in FFY 2007 (2007-2008) and in FFY 2008 (2008-2009) increased to serve 1.06. This was an increase of seventeen children.

Grantees had discussions in state sponsored meetings to share best practices. Examples of topics covered included: success in building relationships with direct service providers of community partners rather than agency administrative staff, NICU liaison position within two of Iowa's Level III birthing hospitals, identification and service provision for homeless children, and partnering with state funded four-year-old preschool programs to identify younger siblings.

Analysis of data to identify concerns and effectiveness-public awareness and referrals. Iowa's public awareness program relies on 12 categories of referral sources, public awareness materials, and a central point of entry for Early ACCESS and the 10 Regional Grantees. Table C5.4 provides the number and percent of referrals the Regional Grantees received from specific referral sources. Twelve categories were used to collect and analyze the data for each Region. Regional Grantees tracked and reported referral source data: in FFY 2008 (2008-2009) the most common referral source statewide was Parent/Family (33.2%); by Regional Grantee it ranged from 13.9% to 49.7% of the referrals. Table C5.2 provides definitions of referral sources.

To better understand referral data, the data were clustered into four categories of referral sources, Figure C5.4. These clusters include Health (hospitals, high-risk follow-up programs, Child Health Specialty Clinics, and public and private health agencies); Parent/Family; Education [local school districts (LEA) and Area Education Agencies/Regional Grantees (AEA)] and Family Support (Child Care, Department of Human Services (DHS), and Social Service Agencies). The combined health cluster accounted for 41% of referrals to the Early ACCESS system in FFY 2008 (2008-2009). These referral data reflected referrals for children birth to age three, data could not be disaggregated for birth to one.

Table C5.1
Number and Percent of Referrals Received by Regional Grantee.

	Regional Grantees										Total
	1	7	8	9	10	11	12	13	14	15	
Parent/Family	218	130	93	380	305	541	173	180	29	108	2157
	38.8%	13.9%	24.9%	49.2%	39.5%	33.6%	30.6%	49.7%	27.1%	24.8%	33.2%
Hospitals/HRIF	28	111	57	11	72	477	107	22	26	62	973
	5.0%	11.8%	15.3%	1.4%	9.3%	29.6%	18.9%	6.1%	24.3%	14.3%	15.0%
Physicians	119	208	61	44	76	173	62	23	4	62	832
	21.2%	22.2%	16.4%	5.7%	9.8%	10.8%	11.0%	6.4%	3.7%	14.3%	12.8%
Dept of Human Services	43	196	26	79	49	89	29	34	4	85	634
	7.7%	20.9%	7.0%	10.2%	6.3%	5.5%	5.1%	9.4%	3.7%	19.5%	9.8%
LEA/AEA	8	86	21	34	64	70	26	20	9	15	353
	1.4%	9.2%	5.6%	4.4%	8.3%	4.4%	4.6%	5.5%	8.4%	3.4%	5.4%
Public/Private Health	46	94	29	89	81	194	68	15	8	32	656
	8.2%	10.0%	7.8%	11.5%	10.5%	12.1%	12.0%	4.1%	7.5%	7.4%	10.1%
Family Support Services	49	38	46	69	74	24	14	43	15	19	391
	8.7%	4.1%	12.3%	8.9%	9.6%	1.5%	2.5%	11.9%	14.0%	4.4%	6.0%
Child Health Specialty	6	5	15	30	16	13	47	10	4	41	187
	1.1%	0.5%	4.0%	3.9%	2.1%	0.8%	8.3%	2.8%	3.7%	9.4%	2.9%
Child Care	17	32	16	14	19	7	9	9	4	2	129
	3.0%	3.4%	4.3%	1.8%	2.5%	0.4%	1.6%	2.5%	3.7%	0.5%	2.0%
Head Start (HS)	24	34	8	12	5	10	8	2	2	8	113
Early HS	4.3%	3.6%	2.1%	1.6%	0.6%	0.6%	1.4%	0.6%	1.9%	1.8%	1.7%
State EDHI	1	0	0	5	1	7	10	0	0	0	24
	0.2%	0%	0%	0.6%	0.1%	0.4%	1.8%	0%	0%	0%	0.4%
Out of State Part C	1	4	1	6	10	4	5	4	2	0	37
	0.2%	0.4%	0.3%	0.8%	1.3%	0.2%	0.9%	1.1%	1.9%	0%	0.6%
Other	2	0	0	0	0	0	8	0	0	1	11
	0.4%	0%	0%	0%	0%	0%	1.4%	0%	0%	0.2%	0.2%
Total	562	938	373	773	772	1609	566	362	107	435	6497

Source. Regional Grantee Year End Reports, FFY 2008 (2008-2009).

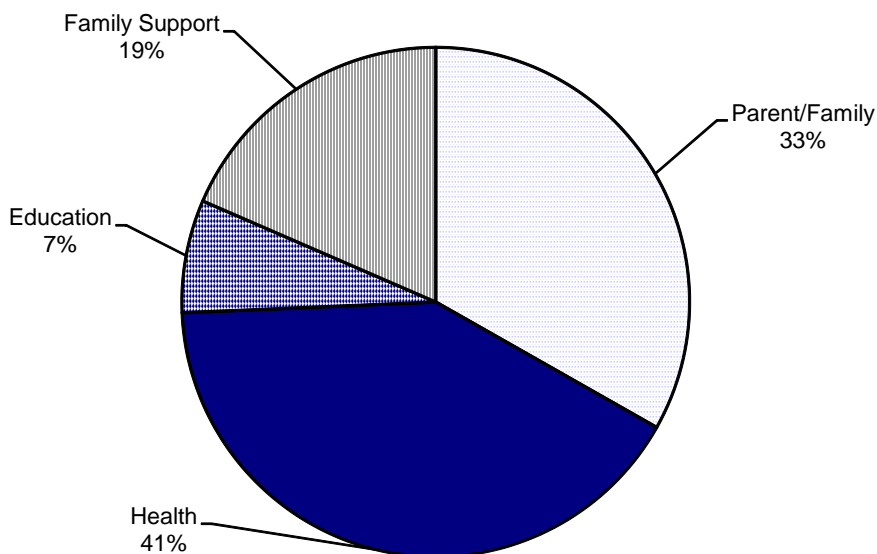
Table C5.2

Early ACCESS Referral Sources and Definitions.

Referral Source	Definition
1. Parent/Family	Parent, family or other persons designated as a parent
2. Hospital/HRIF	Hospitals; hospital-based high-risk follow-up programs; Newborn Hearing Screening (NOT including referrals from Iowa Early Hearing Detection and Intervention office)
3. Physicians	Physicians (Pediatric, Family, Sub-specialty or General Practices)
4. Iowa Department of Human Services	Signatory Agency
5. LEA/AEA	Local or Area Education Agencies
6. Public/Private Health	Includes Title V agencies; Women, Infants and Children (WIC); County Public Health; home health agencies; etc.
7. Family Support Services	Family Support Services (e.g. ISU Extension; Lutheran Social Services; HOPES and HOPES-like; Healthy Families; Child Care Resource & Referral; Community Action Programs; programs supported by Community Empowerment Areas, etc.)
8. Child Health Specialty Clinics	Signatory Agency
9. Child Care	Providers of child care programs (child development homes and licensed child care centers)
10. Head Start and Early Head Start	Head Start programs and Early Head Start programs
11. State EHDI: Early Hearing Detection and Intervention	Iowa's newborn hearing screening and follow-up program
12. Out of State Part C	Families of children with IFSPs transferring from other states
13. Other	Other referral sources

Source. Regional Grantee Part C Application Instructions, FFY 2008 (2008-2009).

Figure C5.4. Source and Percent of Referrals Analyzed by Four Categories.



Source. Regional Grantee Year End Reports, FFY 2008 (2008-2009).

Public Awareness-Materials. The Lead Agency provided the majority of Early ACCESS public awareness materials that the Regional Grantees and Signatory Agencies distributed. The Lead Agency published two major public awareness materials for statewide distribution. Table C5.3 shows the number and type of public awareness materials distributed. The first material, a developmental wheel, remained most popular among community partners. They reported that families felt the wheel was a helpful resource for understanding child development. The wheel provides information about early childhood development and appropriate activities for specific age ranges. The developmental wheel was revised in FFY 2008 (2008-2009) to include information to promote the early identification of Autism Spectrum Disorder. Distribution of the public awareness Developmental Wheels remained consistent with the previous year. The second material is a brochure with general information about the program and information about how to make a referral.

Table C5.3

Number and Type of Public Awareness Materials Distributed.

	English Wheels	Spanish Wheels	English Brochures	Spanish Brochures
2006	42,000	7,500	46,000	14,000
2007	45,000	7,000	45,000	11,000
2008	44,000	6,750	50,000	12,000

Source. Lead Agency, Iowa Department of Education, FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

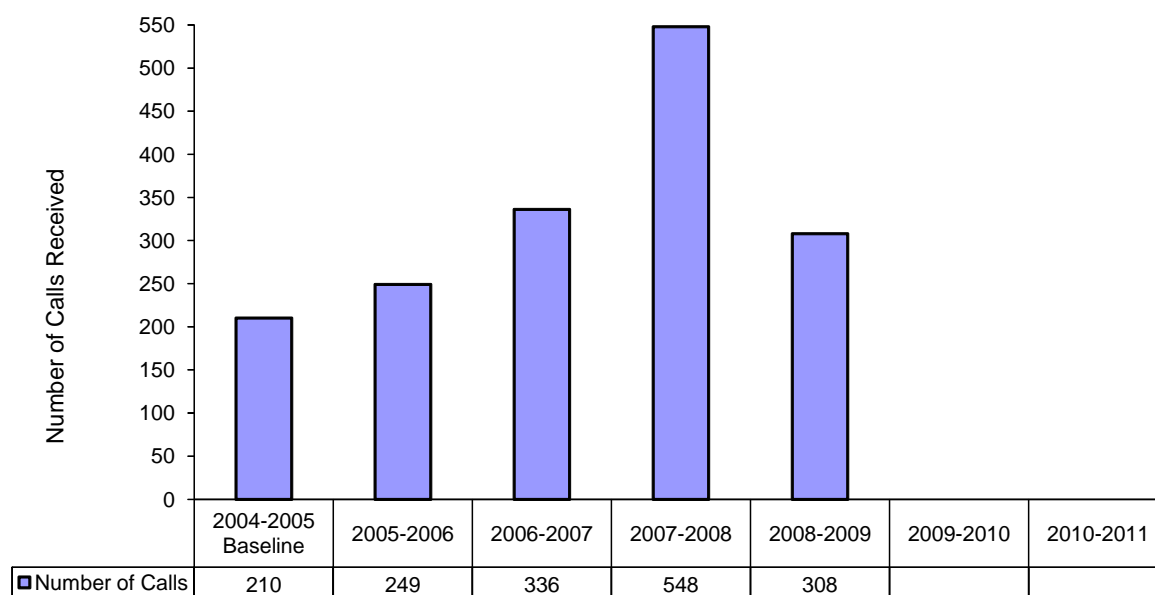
Public Awareness-Statewide Conference Exhibits. In FFY 2008 (2008-2009), Early ACCESS state staff and central point of contact staff exhibited and distributed materials at over 20 statewide conferences. The primary audiences included: service providers, state agencies staff, and parents of children with disabilities. This activity provided the opportunity to engage a variety

of early childhood constituents and service providers and answer their questions about Early ACCESS.

In addition to statewide conferences, Regional Grantees take an active role in many local training activities and public awareness events. They work closely with birthing and neonatal units to make Early ACCESS materials available to parents of newborns.

Public Awareness-Central Point of Contact and the Central Directory. Visiting Nurse Services (VNS) of Polk County served as the central point of contact and the central directory for the Early ACCESS system, called Early ACCESS Iowa. Iowa's central point of contact and central directory are accessed both by a toll free number and a website. All statewide and regional public relation materials include the toll free number and website. Callers are directly patched to the Regional Grantee who provides services in the region of the caller. Data on calls received by the central point of contact and the central directory are shown in Figure C5.5.

Figure C5.6. Number of Calls Received by Early ACCESS Central Point of Contact for Referral to Early ACCESS.



Source. Iowa COMPASS Quarterly Reports. FFY 2004 (2004-2005) - FFY 2007 (2007-2008) and Early ACCESS Iowa Quarterly Reports FFY 2007 (2007-2008) - FFY 2008 (2008-2009).

Note. FFY 2007 (2007-2008) data reflect six month data from COMPASS and Early ACCESS Iowa.

While the phone calls regarding the Early ACCESS system decreased from the previous three years, the updated central point of contact website received over 76,000 hits. This website features a search function by zip code that allows referral sources and families to connect to their local Early ACCESS Contact. In FFY 2008 (2008-2009) VNS implemented an aggressive outreach campaign that targeted metro areas that have public transportation systems and all 340 public libraries in the state. This campaign developed a unified outreach theme with posters for community support and outreach and interior and exterior graphics and information on metro area buses.

The central point of contact and the central directory also process referrals from the Iowa Department of Human Services of children less than the age of three who were abused or

neglected (CAPTA). The central point of contact mails information about Early ACCESS to the parents along with contact information. The CAPTA materials were revised in FFY 2008 (2008-2009) to be more family friendly which included a reading complexity analysis. If the family was interested in having their child evaluated to determine eligibility for early intervention services, the central point of contact referred the family to the local Regional Grantee.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies - AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. This manual was adopted, with minor changes, by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements. Procedures specific to this indicator and its related requirements were found in several sections, including: Section 1, Overview of Early ACCESS; Section 2, Comprehensive Identification Procedures; Section 3, Service Coordination; and Section 7, Procedural Safeguards.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support of the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and one Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Communication with Referral Sources
- Children with IFSPs transferring from other states
- Decisions and scenarios regarding eligibility determination, parent declines, and needed documentation
- Procedures and documentation regarding parent withdrawal of consent for services

The Part C Procedures Manual Committee continues to operate and support implementation and address needed refinements and additions to the Manual, including linking documents that provide best practices and clarifying information (e.g., scenarios).

The Lead Agency, with the support of its Signatory Agencies and SICC, was successful in securing a third year of state appropriations for Early ACCESS. The 2008 appropriation renewed the dedicated state allocation to the Part C system. The allocation went to direct services, including nutrition services, to serve underserved populations such as children referred by CAPTA (Child Abuse Prevention and Treatment Act); prematurity; medically complex and drug affected.

The Lead Agency continued working to strengthen the Part C finance system in order to maximize the coordination of resources. Planning for the effective use and reporting of the additional Part C American Recovery and Reinvestment Act (ARRA) funds was a priority in 2009. Funds were designated for direct services, helping local programs keep pace with the long-term annual increases of children served (doubled in last seven years). Iowa has plans to address sustainability after FFY 2009 and 2010.

Progress was made engaging Signatory Agencies regarding child find activities and provision of Service Coordination. The Department of Public Health fully implemented statewide guidelines that outlined Early ACCESS referral procedures for every child under the age of three with Venous blood lead level greater than or equal to 20 micrograms per deciliter. With the addition of the Department of Public Health and Child Health Specialty Clinic Service Coordinators for target populations of children with health related conditions (Prematurity, lead poisoned, medically fragile, drug exposed, etc.), referrals are expected to continue to increase. The Department of Public Health (Title V) and Child Health Specialty Clinics (CHSC) continued to contribute more resources (staff; time; funding; professional development and data collection) to implement interagency service coordination. This increases the Early ACCESS system's capacity to serve more children and to align service coordination to meet the primary health needs of a child and family.

CHSC and Title V continued the consistent use of a reliable and valid diagnostic assessment tool to use with these special populations. Training was provided to 57 service coordinators/early intervention providers during FFY 2006 (2006-2007), 123 service coordinators/early intervention providers in FFY 2007 (2007-2008) and 51 service coordinators/early intervention providers in FFY 2008 (2008-2009). This professional development activity promoted collaboration among all partners in the service provision of service coordination.

Technical assistance. In order to enhance the child count for Iowa's Part C system Early ACCESS, the state continued several initiatives during FFY 2008 (2008-2009). These efforts focused on activities to improve professional development with state partners in order to increase the number of appropriate referrals to the system. Professional development activities were key to contributing to the state's increased child count.

Regional Grantees continue to partner with the Level III hospitals and High Risk Infant Follow-up programs in the state in order to facilitate increased referrals through the hospitals. The region with two Level III hospitals and High Risk Infant Follow-up programs dedicated staff to work with this population of children. The project includes staff and/or resources from the Regional Grantee, CHSC, and the local Title V Child Health Agency. In FFY 2007 (2007-2008) when this project was implemented, this region's birth to one percentage was increased from 1.73 to 2.0 and their overall percent increased from 2.62 to 2.89. In FFY 2008 (2008-2009) this region's birth to one numbers and birth to three numbers continued to increase. This region's model has been shared as a best practice with other regions that have both Level III and Level II birthing hospitals. Statewide conversations continue about how to facilitate improved communication and hospital referrals into the Early ACCESS program. This activity is the foundation for the development of program procedures for working with birthing hospitals across the state.

Collaboration with Iowa's Statewide Perinatal Care Program continued for FFY 2008 (2008-2009). This program provides professional training and consultation to regional and primary providers in order to reduce the mortality and morbidity of infants. State staff continues to work to integrate Early ACCESS into the program.

State staff continued to deliver training curriculum titled: *One of These Kids is Not Like the Others: Identifying Young Children with Developmental Delays and How to Talk to Their Parents About Your Concerns*. The training is targeted for early care, health, and education service providers. Training aims to help professionals identify children with developmental delays in order to make appropriate referrals to Early ACCESS, discuss with parents concerns about their child's development, and understand what referral sources can expect from the Part C system. Training has been delivered via state staff at several statewide early care, health and education conferences and in local community agencies. This activity was an opportunity for professional development related to making referrals to the system.

During FFY 2008 (2008-2009) the Department of Public Health hosted a training titled: *Drug Exposed Children: Developmental Effects and Effective Interventions*. A total of 590 individuals

attended the training. The audience included both Early ACCESS service providers and referral sources, such as family support and child care workers.

The Iowa Department of Public Health conducted an environmental scan to determine the extent that Iowa could assure that child find activities were in place for homeless children. This study was able to get statewide conversations started about not only the requirements to assure that homeless children birth to age three are identified, located, and evaluated through Early ACCESS, but also raised awareness on the overall issues associated with continuum of poverty and the effects of homelessness on child development and parenting. This study opened the door for future planning, data collection and development of policies and procedures that relate to identifying, locating and evaluating this population of children.

In order to increase both the quantity and quality of referrals to Early ACCESS, statewide training on a validated screening tool that included a social emotional component was provided. Referral sources across Iowa use a variety of screening methods to identify children to refer to Early ACCESS. Not all of the screening methods currently being used by referral sources are validated screening instruments, nor do they have a social emotional component. In an effort to increase the awareness of screening, state agencies agreed to focus training on one standardized tool. To accomplish this, Iowa partnered with the Enhancing Developmentally Oriented Primary Care Project (EDOPC), a successful Illinois project, to both train a large number of referral source staff and create a pool of trainers across the state that will provide training to referral sources. A total of 181 individuals were trained. Thirty-eight of those trained received additional training to become trainers. EDOPC provided ongoing technical assistance to trainers and state staff.

The Lead Agency continued to partner with the Iowa Early Hearing Detection and Intervention (EHDI) program to ensure that children who missed or did not pass their initial newborn hearing screening received follow-up. The EHDI staff identified children in need of audiological follow up through the EHDI data system and referred them to the Part C system. An early intervention provider was assigned to assist the family through the process, addressing any barriers to obtaining needed screenings and/or early intervention services.

1st Five Healthy Mental Development Initiative (formally the Assuring Better Child Health and Development) continued to expand in FFY 2008 (2008-2009). Iowa's 1st Five Healthy Mental Development Initiative focused on building supportive partnerships between primary care providers and public health agencies to deliver a seamless system of care for at-risk children and families. Iowa's 1st Five activities began in October 2006 with three implementation phases spanning eight counties and now have coverage of seventeen counties. 1st Five sites recruit primary care practices to enhance well-child exams that include assessing for: social and emotional development; autism; family risk factors such as caregiver depression and family stress. This enhanced surveillance takes place concurrently with assessing for the development of a child's motor, language, cognitive and adaptive skills. 1st Five sites help to link families with community resources and facilitate referrals to appropriate services including Part C services. This collaboration builds infrastructure for support in relationship to increased appropriate referrals from community partners.

In FFY 2008 (2008-2009) 16.1% of children with founded cases of abuse or neglect received Early ACCESS services compared to 12% in FFY 2007 (2007-2008) and five percent in FFY 2006 (2006-2007). The Lead Agency and the Iowa Department of Human Services continue to work to develop more effective ways to engage parents and encourage them to consent to early intervention services. The Iowa Department of Human Services has formed a task team to identify strategies to increase the number of child abuse victims served by Early ACCESS. This activity seeks to improve data collection and reporting for a target population of children.

Innovative efforts to improve timely and coordinated services were continued by the Polk County Juvenile court who started the *Court Teams for Change* project in Iowa. The goal was to improve outcomes for infants and toddlers who have been removed from the home due to parental drug

use or domestic violence. This collaborative effort involved the juvenile court, *Zero to Three* (a national infant-toddler advocacy organization), the Iowa Department of Human Services, service providers and Early ACCESS.

The *Court Teams for Change* workgroup with Lead Agency and Regional Grantee involvement met monthly to improve the delivery of services to the child and family. The first year of the project focused on developing interagency protocols that could facilitate a rapid response to infants and toddlers who had been removed from the home. The second and third year FFY 2006 (2006-2007) and FFY 2007 (2007-2008) was devoted to implementing and refining the research-based model. During FFY 2008 (2008-2009), the *Court Teams for Change* project also focused on disseminating the model statewide and providing technical assistance to agencies that want to adopt the model. A related effort, *Court Improvement Project*, submitted a successful grant application to provide funding to five different sites in Iowa. Partners are developing supports through intensive community collaboration as well as instituting research-based and best practices to enhance practice and outcomes for parents and children.

Trend data regarding referrals of children who were abused or neglected from FFY 2005 (2005-2006) through FFY 2008 (2008-2009) were analyzed by the Lead Agency. Data revealed that, prior to the *Court Teams for Change* project, the number of children in the project's service area who were abused or neglected and on IFSPs was lower than other service areas of the state. After working collaboratively with Early ACCESS and juvenile courts the number of abuse victims served by Early ACCESS increased from 39 to 107 (174%).

The *Court Team* site also participated in a study of the first four states to adopt the "Court Teams" model. The study covered the period from October 2005 until December 2008 that was conducted by James Bell Associates for *Zero to Three (Evaluation of Court Teams for Maltreated Infants and Toddlers Project)*. The key findings of the report were in the areas of safety (99.5% of the children studied were free from subsequent abuse during the period covered); permanency (96% of children achieved permanency within 18 months of opening of the case), and well-being (97% of children received all needed services).

During FFY 2008 (2008-2009), the *Court Teams for Change* project has worked with federal partners to identify an on-going funding stream to support expanding collaborative efforts between juvenile courts and early intervention programs. Project staff worked with *Zero to Three* to help draft the Safe Babies Act that is now being considered by congress.

Ongoing monitoring and enforcement as needed. In FFY 2008 (2008-2009) the Lead Agency monitored effective child find in all Regional Grantees. Trend data showed increases for six of ten Regions. While the state and nine of ten Regions met the overall FFY 2008 (2008-2009) target, one Region did not. This Region plans to use American Recovery and Reinvestment Act funds to create a new position to be in communication with major referral sources such as birthing hospitals and Department of Human Services. They plan to use lessons learned from the NICU project in another region of the state to increase hospital referrals.

The one Region that did not meet the state target did show a significant increase from the previous year. They served 0.78 percent children birth to one in FFY 2007 (2007-2008) and increased to serve 1.06 percent in FFY 2008 (2008-2009). This was an increase of 17 children.

Each Region submitted year end reports to document improvement activities that were conducted to reach and/or maintain state targets in all indicators. Regional activities during FFY 2008 (2008-2009) included meeting with family support programs, healthcare providers, joining community boards and committees, hiring staff to develop community relationships, increasing authority and dedicated staff time to Part C, increasing the responses sent to referral sources when referrals have been made, and working with Signatory Agencies at the local level.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions of targets, improvement activities, timelines or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator data reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers birth to 3 with IFSPs compared to national data.

(20 USC 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to national data.

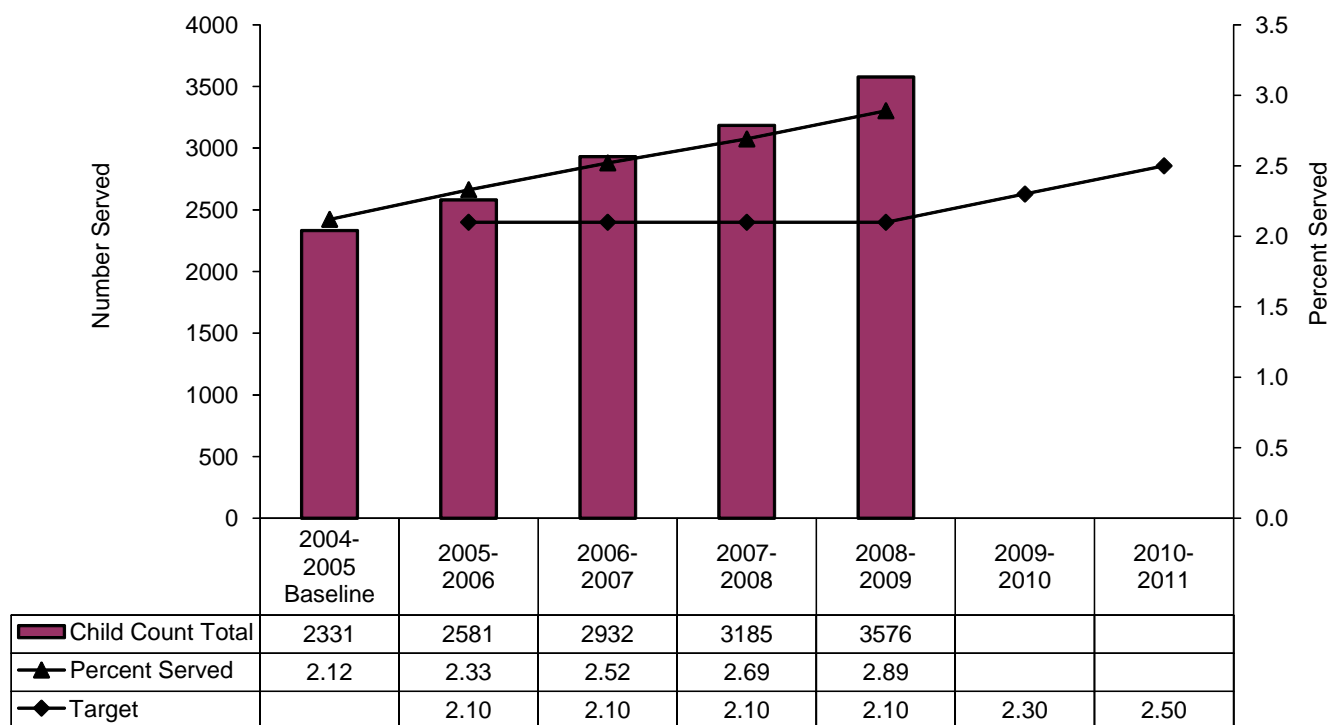
This indicator was considered a performance indicator by OSEP and therefore states were allowed to set their own measurable and rigorous targets. The Lead Agency, with input from stakeholder groups, set annual targets for the six year State Performance Plan to begin at 2.1% and end at a target of 2.5 for the percent of infants and toddlers birth to three with IFSPs.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	Percent of infants and toddlers birth to 3 with IFSPs will maintain at 2.1%, and when compared to national data will maintain as -0.12% difference based on baseline year data.

Actual Target Data for FFY 2008 (2008-2009):

Figure C6.1 shows results for the number and percentage of infants and toddlers birth to three served in Part C (Early ACCESS) during baseline FFY 2004 (2004-2005) - FFY 2008 (2008-2009) data. The percentages shown for FFY 2004 (2004-2005) were based on the December 1st Child Count, compared to Iowa birth minus death totals for the previous year. Data reported for the next years, FFY 2005 (2005-2006) - FFY 2008 (2008-2009) were based on the one-day child count that occurred on the last Friday of October and were compared to the 2004 Census estimations. Data collection was based on census (not sampling) [and are consistent with Iowa's report 618 Data Table 1].

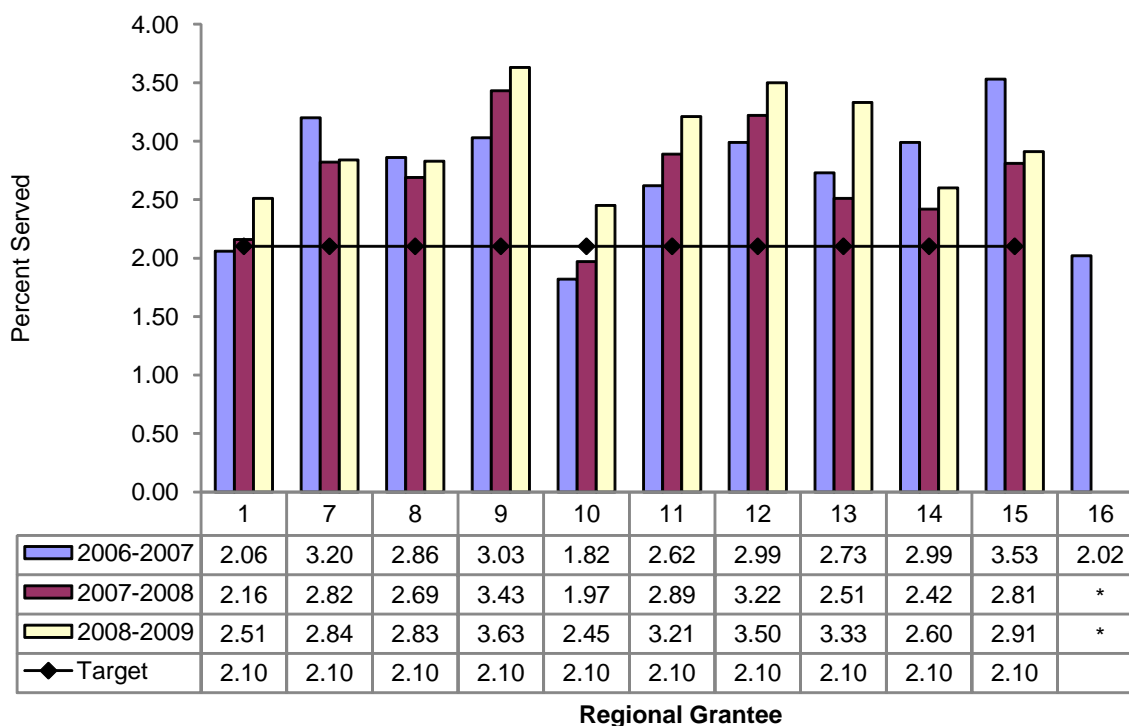
Figure C6.1. Number and Percent of Children Served in Part C Ages Birth to Three.



Source. 618 Tables and U.S. Census Data FFY 2004 (2004-2005) - FFY 2005 (2005-2006). U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Figure C6.2 shows results for the 10 Regional Grantees' baseline FFY 2006 (2006-2007) - FFY 2008 (2008-2009) data for the percent of infants served from birth to three years of age. Data reported for FFY 2005 (2005-2006) - FFY 2008 (2008-2009) were based on the one-day child count that occurred on the last Friday of October and were compared to the 2004 Census estimations.

Figure C6.2. Percent of Infants and Toddlers Birth to Three with IFSPs by Regional Grantees, Three-Year Trend.

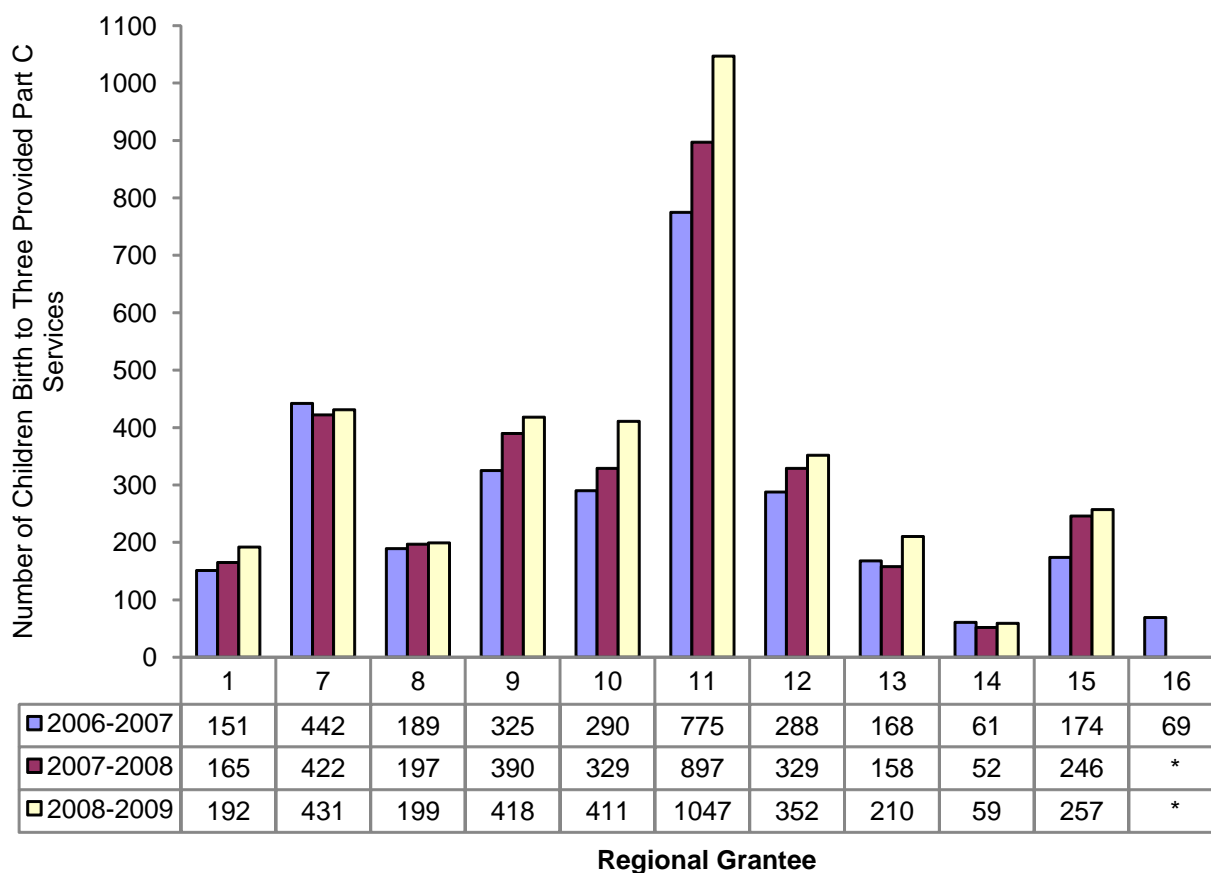


Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Figure C6.3 provides results for the 10 Regional Grantees' FFY 2006 (2006-2007) - FFY 2008 (2008-2009) data for the number of infants served from birth to three years of age.

Figure C6.3. Number of Infants and Toddlers Birth to Three with IFSPs by Regional Grantees, Three-Year Trend.



Source. Iowa Information Management System (IMS). FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Comparison of Iowa to National data. The National percent for the population of birth to age three infants and toddlers who received Part C (Early ACCESS) services was 2.66. Iowa's percent served was 2.89. The calculated difference between Iowa's percent served and the national percent was 0.23. Iowa's target was to maintain a -0.12 percent difference. [Source. U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), OMB #1820-0557: "Infants and Toddlers Receiving Early Intervention Services in Accordance with Part C," 2008. Data updated as of August 3, 2009.]

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

In FFY 2008 (2008-2009), Iowa exceeded the state target of 2.1% for the number and percentage of infants and toddlers receiving early intervention services. Fourth year (2008-2009) data results of 2.89% increased from year three FFY 2007 (2007-2008) data results of 2.69%; a 0.20% increase. Data showed all ten Regions made progress in the percentage of children served and all met and exceeded the state target.

In comparing Iowa's 2.89% to the national average of all fifty states and District of Columbia (2.66%), Iowa's 0.23 difference with the national average exceeded the target of maintaining a -0.12 difference when compared to the national average. Iowa made a gain of 0.77 percent since the baseline year.

Several improvement activities were implemented to impact meeting the target for this indicator. The Lead Agency and Regional Grantees concentrated efforts on early identification with the help of interagency partners: Partnerships with Department of Human Services and judicial system regarding CAPTA (Child Abuse Prevention and Treatment Act); and the Department of Public Health regarding Early Hearing Detection and Intervention (EHDI) and 1st Five initiative; the participation in Service Coordination of Title V programs and Child Health Specialty Clinics; and distribution of public awareness materials; referral procedures; and data analysis of referral sources to the Early ACCESS system.

Verification of data. Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data entry personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if the code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review

the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable age/IFSP age-eligibility combination, blank code, invalid program/service combination, and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS, personnel, and discipline data and contact IMS and Regional Grantee staff with specific accuracy issues above and beyond the Verification Report to rectify any data abnormalities.

Data verification procedures for IMS are described in more depth in Indicator 14.

Analysis of data to identify concerns and effectiveness. Data on FFY 2004 (2004-2005) baseline, FFY 2005 (2005-2006) - FFY 2008 (2008-2009) child find were analyzed by Lead Agency, Regional Grantee Leadership and State Interagency Coordinating Council (SICC) on children served in Early ACCESS. Analysis of the 10 Regional Grantee data indicated increases for all ten of the Regions for the percent of infants and toddlers served (Figure C6.2). All ten Regions exceeded the FFY 2008 target (2.10%) by 0.35 to 1.53%.

These analyses led Regional Grantees to implement activities to maintain or improve their child count. Examples of activities included: adding new partners to local coordinating councils, building relationships with referral sources who serve children with known conditions (foster care, NICU, etc.), reaching out to referral sources that may not be in their service area but serve children in their service area, monthly self monitoring of referral data, and distribution of public awareness materials.

Regional Grantees had discussions in state sponsored meetings to share best practices. Examples of topics covered included: success in building relationships with direct service providers of community partners rather than agency administrative staff, NICU liaison position within two of Iowa's Level III birthing hospitals, identification and service provision for homeless children, and partnering with state funded four-year-old preschool programs to identify younger siblings.

Analysis of data to identify concerns and effectiveness-public awareness and referrals. Iowa's public awareness program relies on 12 categories of referral sources, public awareness materials, and a central point of entry for Early ACCESS and the 10 Regional Grantees. Table C6.1 provides the number and percent of referrals the Regional Grantees received from specific referral sources. Twelve categories were used to collect and analyze the data for each region. Regional Grantees tracked and reported referral source data: in FFY 2008 (2008-2009) the most common referral source statewide was Parent/Family (33.2%); by Regional Grantee it ranged from 13.9% to 49.7% of the referrals. Table C6.2 provides definitions of referral sources.

To better understand referral data, the data were clustered into four categories of referral sources, Figure C6.4. These clusters include Health (hospitals, high-risk follow-up programs, Child Health Specialty Clinics, and public and private health agencies); Parent/Family; Education [local school districts (LEA) and Area Education Agencies/Regional Grantees (AEA)] and Family Support (Child Care, Department of Human Services (DHS), and Social Service Agencies). The combined health cluster accounted for 41% of referrals to the Early ACCESS system in FFY 2008 (2008-2009).

Table C6.1
 Number and Percent of Referrals Received by Regional Grantee.

	Regional Grantees										
	1	7	8	9	10	11	12	13	14	15	Total
Parent/Family	218	130	93	380	305	541	173	180	29	108	2157
	38.8%	13.9%	24.9%	49.2%	39.5%	33.6%	30.6%	49.7%	27.1%	24.8%	33.2%
Hospitals/HRIF	28	111	57	11	72	477	107	22	26	62	973
	5.0%	11.8%	15.3%	1.4%	9.3%	29.6%	18.9%	6.1%	24.3%	14.3%	15.0%
Physicians	119	208	61	44	76	173	62	23	4	62	832
	21.2%	22.2%	16.4%	5.7%	9.8%	10.8%	11.0%	6.4%	3.7%	14.3%	12.8%
Dept of Human Services	43	196	26	79	49	89	29	34	4	85	634
	7.7%	20.9%	7.0%	10.2%	6.3%	5.5%	5.1%	9.4%	3.7%	19.5%	9.8%
LEA/AEA	8	86	21	34	64	70	26	20	9	15	353
	1.4%	9.2%	5.6%	4.4%	8.3%	4.4%	4.6%	5.5%	8.4%	3.4%	5.4%
Public/Private Health	46	94	29	89	81	194	68	15	8	32	656
	8.2%	10.0%	7.8%	11.5%	10.5%	12.1%	12.0%	4.1%	7.5%	7.4%	10.1%
Family Support Services	49	38	46	69	74	24	14	43	15	19	391
	8.7%	4.1%	12.3%	8.9%	9.6%	1.5%	2.5%	11.9%	14.0%	4.4%	6.0%
Child Health Specialty	6	5	15	30	16	13	47	10	4	41	187
	1.1%	0.5%	4.0%	3.9%	2.1%	0.8%	8.3%	2.8%	3.7%	9.4%	2.9%
Child Care	17	32	16	14	19	7	9	9	4	2	129
	3.0%	3.4%	4.3%	1.8%	2.5%	0.4%	1.6%	2.5%	3.7%	0.5%	2.0%
Head Start (HS)	24	34	8	12	5	10	8	2	2	8	113
Early HS	4.3%	3.6%	2.1%	1.6%	0.6%	0.6%	1.4%	0.6%	1.9%	1.8%	1.7%
State EDHI	1	0	0	5	1	7	10	0	0	0	24
	0.2%	0%	0%	0.6%	0.1%	0.4%	1.8%	0%	0%	0%	0.4%
Out of State Part C	1	4	1	6	10	4	5	4	2	0	37
	0.2%	0.4%	0.3%	0.8%	1.3%	0.2%	0.9%	1.1%	1.9%	0%	0.6%
Other	2	0	0	0	0	0	8	0	0	1	11
	0.4%	0%	0%	0%	0%	0%	1.4%	0%	0%	0.2%	0.2%
Total	562	938	373	773	772	1609	566	362	107	435	6497

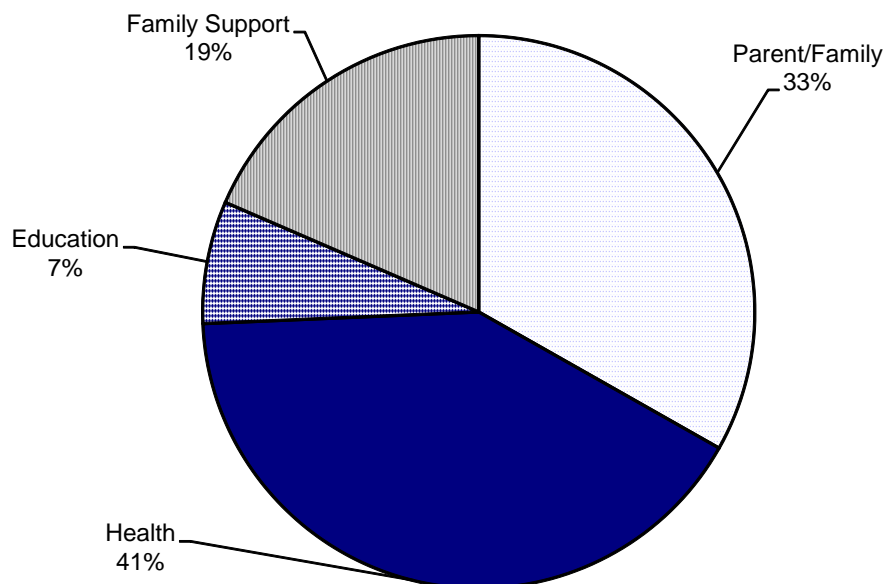
Source. Regional Grantee Year End Reports, FFY 2008 (2008-2009).

Table C6.2
Early ACCESS Referral Sources and Definitions.

Referral Source	Definition
1. Parent/Family	Parent, family or other persons designated as a parent
2. Hospital/HRIF	Hospitals; hospital-based high-risk follow-up programs; Newborn Hearing Screening (NOT including referrals from Iowa Early Hearing Detection and Intervention office)
3. Physicians	Physicians (Pediatric, Family, Sub-specialty or General Practices)
4. Iowa Department of Human Services	Signatory Agency
5. LEA/AEA	Local or Area Education Agencies
6. Public/Private Health	Includes Title V agencies; Women, Infants and Children (WIC); County Public Health; home health agencies; etc.
7. Family Support Services	Family Support Services (e.g. ISU Extension; Lutheran Social Services; HOPES and HOPES-like; Healthy Families; Child Care Resource & Referral; Community Action Programs; programs supported by Community Empowerment Areas, etc.)
8. Child Health Specialty Clinics	Signatory Agency
9. Child Care	Providers of child care programs (child development homes and licensed child care centers)
10. Head Start and Early Head Start	Head Start programs and Early Head Start programs
11. State EHDI: Early Hearing Detection and Intervention	Iowa's newborn hearing screening and follow-up program
12. Out of State Part C	Families of children with IFSPs transferring from other states
13. Other	Other referral sources

Source. Regional Grantee Part C Application Instructions, FFY 2008 (2008-2009).

Figure C6.4. Source and Percent of Referrals Analyzed by Four Categories.



Source. Regional Grantee Year End Reports, FFY 2008 (2008-2009).

Public Awareness-Materials. The Lead Agency provided the majority of Early ACCESS public awareness materials that the Regional Grantees and Signatory Agencies distributed. The Lead Agency published two major public awareness materials for statewide distribution. Table C6.3 shows the number and type of public awareness materials distributed. The first material, a developmental wheel, remained most popular among community partners. They reported that families felt the wheel was a helpful resource for understanding child development. The wheel provides information about early childhood development and appropriate activities for specific age ranges. The developmental wheel was revised in FFY 2008 (2008-2009) to include information to promote the early identification of Autism Spectrum Disorder. Distribution of the public awareness developmental wheels remained consistent with the previous year. The second material is a brochure with general information about the program and information about how to make a referral.

Table C6.3

Number and Type of Public Awareness Materials Distributed.

	English Wheels	Spanish Wheels	English Brochures	Spanish Brochures
2006	42,000	7,500	46,000	14,000
2007	45,000	7,000	45,000	11,000
2008	44,000	6,750	50,000	12,000

Source. Lead Agency, Iowa Department of Education, FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

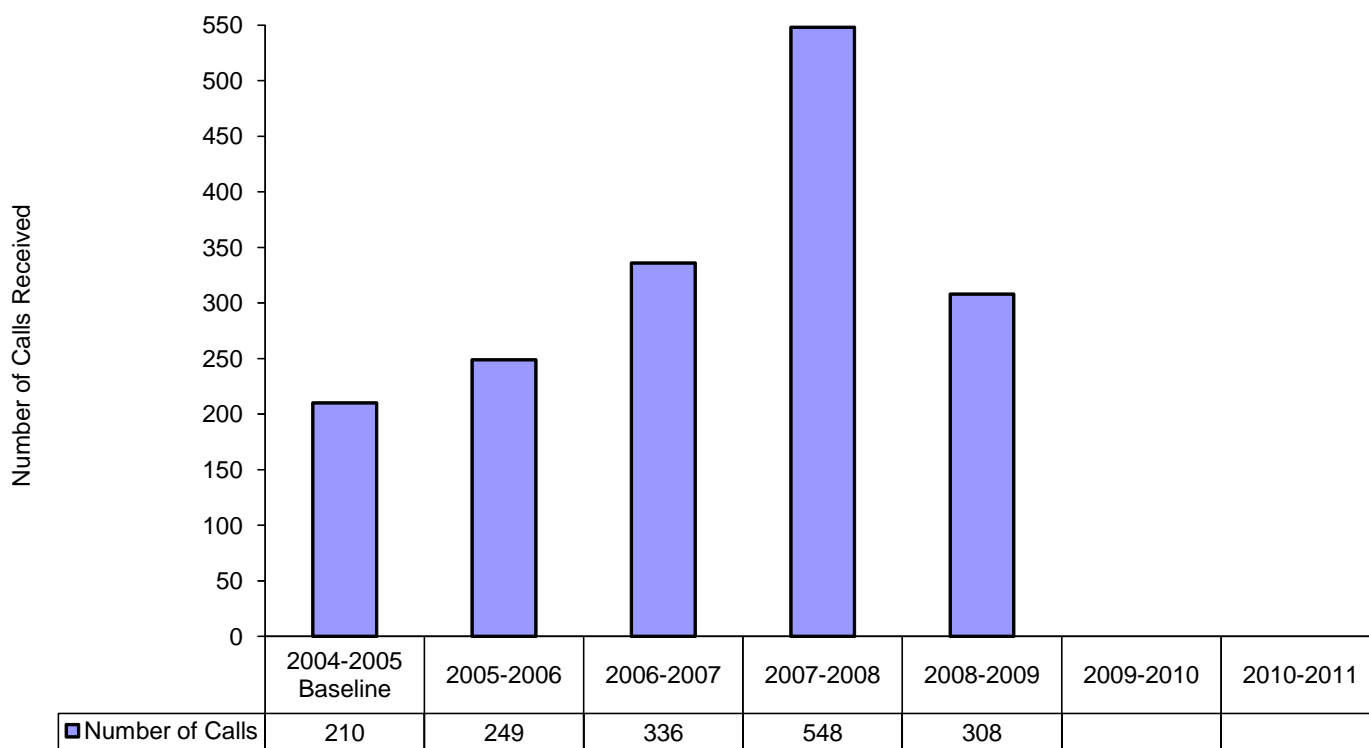
Public awareness-Statewide conference exhibits. In FFY 2008 (2008-2009), Early ACCESS state staff and central point of contact staff exhibited and distributed materials at over 20 statewide conferences. The primary audiences included: service providers, state agencies staff,

and parents of children with disabilities. This activity provided the opportunity to engage a variety of early childhood constituents and service providers and answer their questions about Early ACCESS.

In addition to statewide conferences, Regional Grantees take an active role in many local training activities and public awareness events. They work closely with birthing and neonatal units to make Early ACCESS materials available to parents of newborns.

Public Awareness-Central Point of Contact and the Central Directory. Visiting Nurse Services (VNS) of Polk County served as the central point of contact and the central directory for the Early ACCESS system, called Early ACCESS Iowa. Iowa's central point of contact and central directory are accessed both by a toll free number and a web site. All statewide and regional public relation materials include the toll free number and website. Callers are directly patched to the Regional Grantee who provides services in the region of the caller. Data on calls received by the central point of contact and the central directory are shown in Figure C6.5.

Figure C6.5. Number of Calls Received by Early ACCESS Central Point of Contact for Referral to Early ACCESS.



Source. Iowa COMPASS Quarterly Reports. FFY 2004 (2004-2005) - FFY 2007 (2007-2008) and Early ACCESS Iowa Quarterly Reports FFY 2007 (2007-2008) - FFY 2008 (2008-2009).

Note. FFY 2007 (2007-2008) data reflect six month data from COMPASS and Early ACCESS Iowa.

While the phone calls regarding the Early ACCESS system decreased from the previous three years, the updated central point of contact website received over 76,000 hits. This website features a search function by zip code that allows referral sources and families to connect to their local Early ACCESS Contact. In FFY 2008 (2008-2009) VNS implemented an aggressive outreach campaign that targeted metro areas that have public transportation systems and all 340 public libraries in the state. This campaign developed a unified outreach theme with posters for

community support and outreach and interior and exterior graphics and information on metro area buses.

The central point of contact and the central directory also process referrals from the Iowa Department of Human Services of children less than the age of three who were abused or neglected (CAPTA). The central point of contact mails information about Early ACCESS to the parents along with contact information. The CAPTA materials were revised in FFY 2008 (2008-2009) to be more family friendly which included a reading complexity analysis. If the family was interested in having their child evaluated to determine eligibility for early intervention services, the central point of contact referred the family to the local Regional Grantee.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies - AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. This manual was adopted, with minor changes, by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements. Procedures specific to this indicator and its related requirements were found in several sections, including: Section 1, Overview of Early ACCESS; Section 2, Comprehensive Identification Procedures; Section 3, Service Coordination; and Section 7, Procedural Safeguards.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support of the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and one Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Communication with Referral Sources
- Children with IFSPs transferring from other states
- Decisions and scenarios regarding eligibility determination, parent declines, and needed documentation
- Procedures and documentation regarding parent withdrawal of consent for services

The Part C Procedures Manual Committee continues to operate and support implementation and address needed refinements and additions to the Manual, including linking documents that provide best practices and clarifying information (e.g., scenarios).

The Lead Agency, with the support of its Signatory Agencies and SICC, was successful in securing a third year of state appropriations for Early ACCESS. The 2008 appropriation renewed the dedicated state allocation to the Part C system. The allocation went to direct services, including nutrition services, to serve underserved populations such as children referred by CAPTA (Child Abuse Prevention and Treatment Act); prematurity; medically complex and drug affected.

The Lead Agency continued working to strengthen the Part C finance system in order to maximize the coordination of resources. Planning for the effective use and reporting of the additional Part C American Recovery and Reinvestment Act (ARRA) funds was a priority in 2009. Funds were designated for direct services, helping local programs keep pace with the long-term annual increases of children served (doubled in last seven years). Iowa has plans to address sustainability after FFY 2009 and 2010.

Progress was made engaging Signatory Agencies regarding child find activities and provision of Service Coordination. The Department of Public Health fully implemented statewide guidelines that outlined Early ACCESS referral procedures for every child under the age of three with Venous blood lead level greater than or equal to 20 micrograms per deciliter. With the addition of the Department of Public Health and Child Health Specialty Clinic Service Coordinators for target populations of children with health related conditions (Prematurity, lead poisoned, medically fragile, drug exposed, etc.), referrals are expected to continue to increase. The Department of Public Health (Title V) and Child Health Specialty Clinics (CHSC) continued to contribute more resources (staff; time; funding; professional development and data collection) to implement interagency service coordination. This increases the Early ACCESS system's capacity to serve more children and to align service coordination to meet the primary health needs of a child and family.

CHSC and Title V continued the consistent use of a reliable and valid diagnostic assessment tool to use with these special populations. Training was provided to 57 service coordinators/early intervention providers during FFY 2006 (2006-2007), 123 service coordinators/early intervention providers in FFY 2007 (2007-2008) and 51 service coordinators/early intervention providers in FFY 2008 (2008-2009). This professional development activity promoted collaboration among all partners in the service provision of service coordination.

Technical assistance. In order to enhance the child count for Iowa's Part C system Early ACCESS, the state continued several initiatives during FFY 2008 (2008-2009). These efforts focused on activities to improve professional development with state partners in order to increase the number of appropriate referrals to the system. Professional development activities were key to contributing to the state's increased child count.

Regional Grantees continue to partner with the Level III hospitals and High Risk Infant Follow-up programs in the state in order to facilitate increased referrals through the hospitals. The region with two Level III hospitals and High Risk Infant Follow-up programs dedicated staff to work with this population of children. The project includes staff and/or resources from the Regional Grantee, CHSC, and the local Title V Child Health Agency. In FFY 2007 (2007-2008) when this project was implemented, this region's birth to one percentage was increased from 1.73 to 2.0 and their overall percent increased from 2.62 to 2.89. In FFY 2008 (2008-2009) this region's birth to one numbers and birth to three numbers continued to increase. This region's model has been shared as a best practice with other regions that have both Level III and Level II birthing hospitals. Statewide conversations continue about how to facilitate improved communication and hospital referrals into the Early ACCESS program. This activity is the foundation for the development of program procedures for working with birthing hospitals across the state.

Collaboration with Iowa's Statewide Perinatal Care Program continued for FFY 2008 (2008-2009). This program provides professional training and consultation to regional and primary providers in order to reduce the mortality and morbidity of infants. State staff continue to work to integrate Early ACCESS into the program.

State staff continued to deliver training curriculum titled: *One of These Kids is Not Like the Others: Identifying Young Children with Developmental Delays and How to Talk to Their Parents About Your Concerns*. The training is targeted for early care, health, and education service providers. Training aims to help professionals identify children with developmental delays in order

to make appropriate referrals to Early ACCESS, discuss with parents concerns about their child's development, and understand what referral sources can expect from the Part C system. Training has been delivered via state staff at several statewide early care, health and education conferences and in local community agencies. This activity was an opportunity for professional development related to making referrals to the system.

During FFY 2008 (2008-2009) the Department of Public Health hosted a training titled: *Drug Exposed Children: Developmental Effects and Effective Interventions*. A total of 590 individuals attended the training. The audience included both Early ACCESS service providers and referral sources, such as family support and child care workers.

The Iowa Department of Public Health conducted an environmental scan to determine the extent that Iowa could assure that child find activities were in place for homeless children. This study was able to get statewide conversations started about not only the requirements to assure that homeless children birth to age three are identified, located, and evaluated through Early ACCESS, but also raised awareness on the overall issues associated with continuum of poverty and the effects of homelessness on child development and parenting. This study opened the door for future planning, data collection and development of policies and procedures that relate to identifying, locating and evaluating this population of children.

In order to increase both the quantity and quality of referrals to Early ACCESS, statewide training on a validated screening tool that included a social emotional component was provided. Referral sources across Iowa use a variety of screening methods to identify children to refer to Early ACCESS. Not all of the screening methods currently being used by referral sources are validated screening instruments, nor do they have a social-emotional component. In an effort to increase the awareness of screening, state agencies agreed to focus training on one standardized tool. To accomplish this, Iowa partnered with the Enhancing Developmentally Oriented Primary Care Project (EDOPC), a successful Illinois project, to both train a large number of referral source staff and create a pool of trainers across the state that will provide training to referral sources. A total of 181 individuals were trained on the ASQ and ASQ:SE. Thirty-eight of those trained received additional training to become trainers. EDOPC provided ongoing technical assistance to trainers and state staff.

The Lead Agency continued to partner with the Iowa Early Hearing Detection and Intervention (EHDI) program to ensure that children who missed or did not pass their initial newborn hearing screening received follow-up. The EHDI staff identified children in need of audiological follow up through the EHDI data system and referred them to the Part C system. An early intervention provider was assigned to assist the family through the process, addressing any barriers to obtaining needed screenings and/or early intervention services.

1st Five Healthy Mental Development Initiative (formally the Assuring Better Child Health and Development) continued to expand in FFY 2008 (2008-2009). Iowa's 1st Five Healthy Mental Development Initiative focused on building supportive partnerships between primary care providers and public health agencies to deliver a seamless system of care for at-risk children and families. Iowa's 1st Five activities began in October 2006 with three implementation phases spanning eight counties and now have coverage of seventeen counties. 1st Five sites recruit primary care practices to enhance well-child exams that include assessing for: social and emotional development; autism; family risk factors such as caregiver depression and family stress. This enhanced surveillance takes place concurrently with assessing for the development of a child's motor, language, cognitive and adaptive skills. 1st Five sites help to link families with community resources and facilitate referrals to appropriate services including Part C services. This collaboration builds infrastructure for support in relationship to increased appropriate referrals from community partners.

In FFY 2008 (2008-2009) 16.1% of children with founded cases of abuse or neglect received Early ACCESS services compared to 12% in FFY 2007 (2007-2008) and five percent in FFY 2006 (2006-2007). The Lead Agency and the Iowa Department of Human Services continue to work to develop more effective ways to engage parents and encourage them to consent to early intervention services. The Iowa Department of Human Services has formed a task team to identify strategies to increase the number of child abuse victims served by Early ACCESS. This activity seeks to improve data collection and reporting for a target population of children.

Innovative efforts to improve timely and coordinated services were continued by the Polk County Juvenile court who started the *Court Teams for Change* project in Iowa. The goal was to improve outcomes for infants and toddlers who have been removed from the home due to parental drug use or domestic violence. This collaborative effort involved the juvenile court, *Zero to Three* (a national infant-toddler advocacy organization), the Iowa Department of Human Services, service providers and Early ACCESS.

The *Court Teams for Change* workgroup with Lead Agency and Regional Grantee involvement met monthly to improve the delivery of services to the child and family. The first year of the project focused on developing interagency protocols that could facilitate a rapid response to infants and toddlers who had been removed from the home. The second and third year FFY 2006 (2006-2007) and FFY 2007 (2007-2008) was devoted to implementing and refining the research-based model. During FFY 2008 (2008-2009), the *Court Teams for Change* project also focused on disseminating the model statewide and providing technical assistance to agencies that want to adopt the model. A related effort, *Court Improvement Project*, submitted a successful grant application to provide funding to five different sites in Iowa. Partners are developing supports through intensive community collaboration as well as instituting research-based and best practices to enhance practice and outcomes for parents and children.

Trend data regarding referrals of children who were abused or neglected from FFY 2005 (2005-2006) through FFY 2008 (2008-2009) were analyzed by the Lead Agency. Data revealed that, prior to the *Court Teams for Change* project, the number of children in the project's service area who were abused or neglected and on IFSPs was lower than other service areas of the state. After working collaboratively with Early ACCESS and juvenile courts the number of abuse victims served by Early ACCESS increased from 39 to 107 (174%).

The *Court Team* site also participated in a study of the first four states to adopt the "Court Teams" model. The study covered the period from October 2005 until December 2008 that was conducted by James Bell Associates for *Zero to Three (Evaluation of Court Teams for Maltreated Infants and Toddlers Project)*. The key findings of the report were in the areas of safety (99.5% of the children studied were free from subsequent abuse during the period covered); permanency (96% of children achieved permanency within 18 months of opening of the case), and well-being (97% of children received all needed services).

During FFY 2008 (2008-2009), the *Court Teams for Change* project had worked with federal partners to identify an on-going funding stream to support expanding collaborative efforts between juvenile courts and early intervention programs. Project staff worked with *Zero to Three* to help draft the Safe Babies Act that is now being considered by congress.

Ongoing monitoring and enforcement as needed. In FFY 2008 (2008-2009) the Lead Agency monitored effective child find in all Regional Grantees. Trend data showed increases for all ten Regions. The state met and exceeded the overall target, as did all ten Regions.

Each Region submitted year end reports to document improvement activities that were conducted to reach and/or maintain state targets in all indicators. Regional activities during FFY 2008 (2008-2009) included meeting with family support programs, healthcare providers, joining community boards and committees, hiring staff to develop community relationships, increasing authority and dedicated staff time to Part C, increasing the responses sent to referral sources when referrals have been made, and working with Signatory Agencies at the local level.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions of targets, improvement activities, timelines or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

(20 USC 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(# of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline) divided by the (# of infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.

The provision of an evaluation and assessment and an initial IFSP meeting with a 45-day timeline is a compliance indicator and OSEP designated the measurable and rigorous target at 100%. Each annual target of the six year State Performance Plan is set at 100%.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	100% of eligible infants and toddlers with IFSPs were evaluated and assessed, and had an initial IFSP meeting within Part C's 45-day timeline.

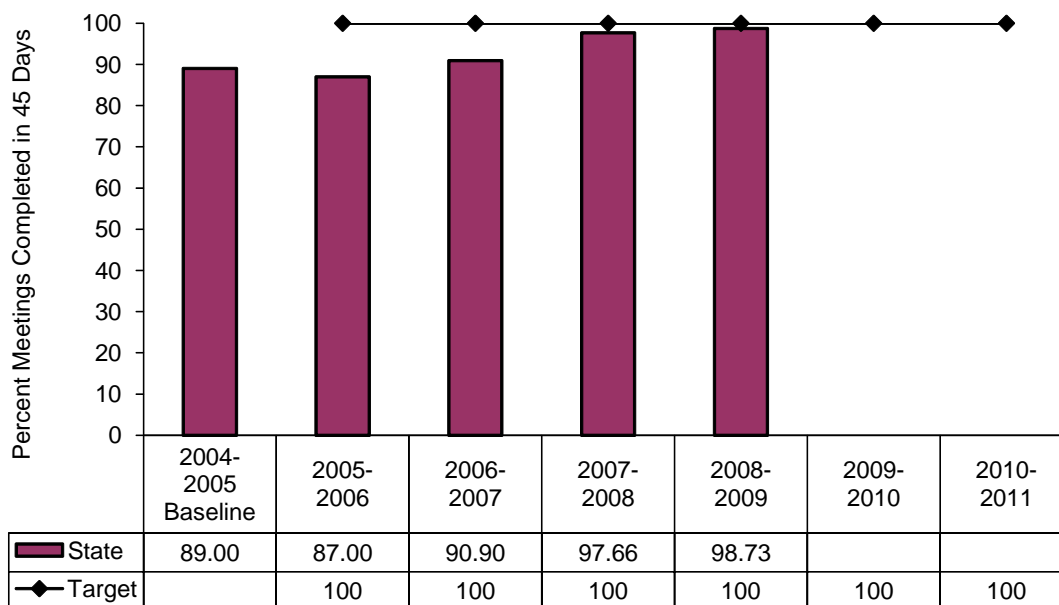
Actual Target Data for FFY 2008 (2008-2009):

Data were collected and analyzed for FFY 2008 (2008-2009) on the infants and toddlers with an Individualized Family Service Plan (IFSP) for whom evaluation and assessment and initial IFSP meetings were conducted within 45-days from the referral date. FFY 2008 (2008-2009) data were selected from the full reporting year and reflected actual number of days, not averages. In FFY 2006 (2006-2007), the Lead Agency revised prior data sampling requirements using the General File Review and changed to a statewide electronic data submission system. All Regional Grantees were required to enter data into the statewide data system on each initial IFSP, strengthening data validity from 10% sampling to census. The Lead Agency had determined previous sampling of IFSPs through General File Review could be improved to collect rigorous and timely data by using electronic management of data in order to monitor Regional Grantee's compliance in this area. Regional Grantees entered data for every IFSP into Iowa's Information Management System (IMS) and, when applicable, the reason the 45-day timeline was not met. Data for FFY 2006 (2006-2007) through FFY 2008 (2008-2009) were drawn from IMS. FFY 2008 (2008-2009) data reflect all infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted.

The number of children who had an exceptional circumstance for not meeting the 45-day timeline was included in the calculation of target data (in both numerator and denominator). Details of those exceptional family circumstances are discussed later in *Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008 (2008-2009)*.

Trend data in Figure C7.1 shows baseline data for four federal fiscal years (FFY) and the target for the percent of evaluations, assessments and IFSP meetings conducted within and not within the 45-day timeline that had documented exceptional family circumstances.

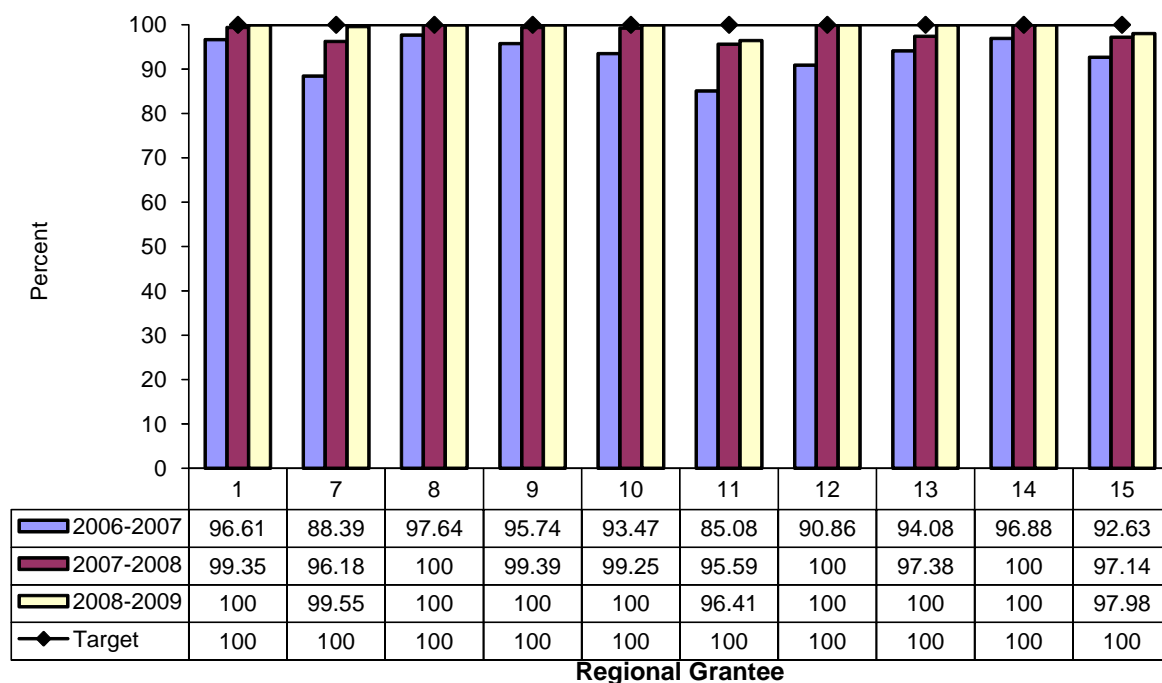
Figure C7.1. Percent of Eligible Infants and Toddlers With IFSPs for Whom Evaluations and Initial IFSP Meetings Were Conducted Within 45-Day Timeline.



Source. Part C Regional Monitoring Data - File Review, FFY 2004 (2004-2005) - FFY 2005 (2005-2006) and Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Figure C7.2 shows the Regional Grantee target data for FFY 2006 (2006-2007) through FFY 2008 (2008-2009) compared to the state target for the percent of eligible infants and toddlers with IFSPs for whom evaluations and assessments and initial IFSP meetings were conducted within and not within the 45-day timeline that had documented exceptional family circumstances.

Figure C7.2. Percent of Eligible Infants and Toddlers With IFSPs for Whom Evaluations and Initial IFSP Meetings Were Conducted Within 45-Day Timeline, By Regional Grantees.



Source. Iowa Information Management System (IMS), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Table C7.1 shows Regional Grantee data for FFY 2008 (2008-2009) for the percent and number of eligible infants and toddlers with IFSPs for whom evaluations and IFSP meetings conducted within the 45 day timeline (Column B) and not within the 45-day timeline that had documented exceptional family circumstances (Column C). The Table also provides percent and number of the infants and toddlers with IFSPs who either had evaluations and initial IFSP meetings within the 45-day timeline or were delayed due to exceptional family circumstances (column D). Percent and number of the infants and toddlers with IFSPs who had evaluations and initial IFSP meetings not conducted within 45 day timeline with documented exceptional family circumstances is also provided (column E).

Table C7.1

Percent and Number of Eligible Infants and Toddlers With IFSPs for Whom Evaluations and Initial IFSP Meetings Were Conducted Within 45-Day Timeline and Percent and Number of Family Reasons for Delay.

A	B	C	D	E
Regional Grantee	Evaluations and IFSP Meetings Within 45 Days	Delayed for Family Reasons	Total Evaluations and IFSP Meetings Within 45 Days Plus those Delayed for Family Reasons (B+C)	Evaluations and Meetings NOT Within 45 Days with No Family Reason Documented
1	99.43% 173/174	0.57% 1/174	100% 174/174	0% 0/174
7	87.73% 386/440	11.82% 52/440	99.55% 438/440	0.45% 2/440
8	94.05% 174/185	5.95% 11/185	100% 185/185	0% 0/185
9	88.00% 264/300	12.00% 36/300	100% 300/300	0% 0/300
10	100% 388/388	0% 0/388	100% 388/388	0% 0/388
11	80.41% 739/919	16.00% 147/919	96.41% 886/919	3.59% 33/919
12	85.07% 171/201	14.93% 30/201	100% 201/201	0% 0/201
13	88.51% 208/235	11.49% 27/235	100% 235/235	0% 0/235
14	88.89% 56/63	11.11% 7/63	100% 63/63	0% 0/63
15	84.27% 209/248	13.71% 34/248	97.98% 243/248	2.02% 5/248
State	87.79% 2768/3153	10.94% 345/3153	98.73% 3113/3153	1.27% 40/3153

Source. Iowa Information Management System (IMS), FFY 2008 (2008-2009).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

Results indicated progress in the State's performance to attain the 100% target for the 45-day timeline for completing evaluations, assessments and conducting initial IFSP meetings from last year (97.66% to 98.73%), an increase of 1.07%. The FFY 2008 (2008–2009) data indicated that of the 3153 referrals to Part C, Early ACCESS, 87.79% (2768/3153) were completed within 45 days of the initial referral. In addition, data indicated that of the referrals that were not completed within the 45-day timeline, 345 (10.94%) were due to exceptional family circumstances, which included hospitalization or illness, family vacation or schedule needs, or change in residency. The allowable exceptional circumstances were documented child or family reasons for not conducting an evaluation, assessment and an initial IFSP meeting within the 45-day timeline. In calculating the data (2768 + 345) for the measurement, the State completed 98.73% (3113/3153) of the referrals to Early ACCESS within the 45-day timeline.

Untimely evaluations and assessments and initial IFSP meetings were identified by Regional Grantees and the Lead Agency through root cause analyses. Reasons included misalignment of staff assignments, difficulty in completing health and vision assessments in timely manner, difficulty reaching families whose medically fragile infants are still hospitalized, and documentation issues on the IFSP.

In response to requirements in the June 1, 2009 OSEP Response Table for Iowa's FFY 2008 (2008-2009) Annual Performance Report, the Lead Agency reviewed its improvement activities and engaged in multiple activities to improve achievement of this target. Improvement activities to verify data, analyze data, provide ongoing monitoring, revise state IFSP forms, develop a state-wide Part C Procedures Manual and implement targeted technical assistance are described in detail below, including refinements made to improve achievement of this target.

Verification of data. Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data entry personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if the code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable age/IFSP age-eligibility combination, blank Infant/Toddler code, invalid program/service combination, and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS data and contact IMS and Regional Grantee staff with specific accuracy issues above and beyond the Verification Report to rectify any data abnormalities.

Data verification procedures for IMS are described in more depth in Indicator 14.

Analyzing of data to identify concerns. FFY 2005-2008 (2005-2006; 2006-2007; 2007-2008; 2008-2009) Timely Evaluation and Assessment indicator data were analyzed by Lead Agency, Regional Grantee Leadership and State Interagency Coordinating Council (SICC) on initial IFSP meeting within 45-day timeline. The State changed from 10% sampling to census data collection beginning FFY 2006 (2006-2007), which strengthened the reliability of the measure. In FFY 2008 (2008-2009) the data indicated that of the 3153 infants and toddlers referred for an evaluation, 2768 received the evaluation, assessment and IFSP meeting within the 45-day timeline and 345 infants and toddlers did not have a timely evaluation due to child or family reasons. While 98.73% of the infants and toddlers referred for evaluation received a timely evaluation, 40 (1.27%) of the infants and toddlers did not receive timely evaluations. While this does not meet 100% compliance, it does indicate an improvement over the previous year when 2.34% of infants and toddlers (71/3035) did not have timely evaluations, and the current performance of 98.73% is within substantial compliance.

Stakeholder input revealed satisfaction with the increased trajectory and percent of change from the baseline year 89.0% to current 98.73%; strategies were considered effective in improving practice; and understanding that unforeseen circumstances such as snow storms and staff illnesses effected staff ability to meet timelines. The Stakeholders expressed the need to avoid compromising the quality of evaluation and assessment requirements just to meet the 45-day timeline.

In FFY 2008 (2008-2009), all ten of the Regional Grantees were within substantial compliance. Eight of the ten Regional Grantees were at 99.5% or above, seven of the Regional Grantees were at 100%. Two Regional Grantees were under 98%, yet showed increases from the previous years. The FFY 2008 (2008-2009) data reflected an increase in the percentage of referrals that were conducted within the 45-day timeline in all 10 Regions. These data document the referrals conducted after the implementation of corrective actions and improvement activities in all Regions from the previous year.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) developed, in conjunction with the Lead Agency, one Part C Procedures Manual and agreed to implement this manual statewide. In addition, one of the Signatory Agencies has adopted this manual, with minor changes. The Part C Procedures Manual was reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one staff from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all ten Regional Grantees and one Signatory Agency was completed by September 1, 2009. Practitioners reported that the Part C Procedures Manual clarified issues that the field had raised and allowed a systematic approach to procedures across the state. Based on training data, Regional Grantees and Signatory Agencies will continue to provide ongoing support and technical assistance on the following areas:

- Communication with Referral Sources;
- Children with IFSPs transferring from other states;
- Report writing; and
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation.

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In spring 2008, it was determined that there was a need to revise the electronic IFSP templates in order to improve the implementation and documentation of federal requirements, including the 45-day timeline. The Lead Agency trained Regional Grantees, Signatory Agencies and IMS Data Entry Personnel in August of FFY 2008 (2008-2009), and Regional Grantees were required to begin using the revised IFSP forms following training. Regional Grantee and Signatory Agency leadership reported that implementation of requirements and documentation had improved, as evidenced in their Spring 2009 file reviews.

Technical Assistance. The Lead Agency continued to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009) Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module I – *Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006 (2006-2007) through FFY 2008 (2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitor results of compliance to study the effect of the competency based training modules.

The Lead Agency continued to partner with the Iowa Early Hearing Detection and Intervention (EHDI) program to ensure that children who missed or did not pass their initial newborn hearing screening received follow-up. The EHDI staff identified children in need of audiological follow up through the EHDI data system and referred them to the Part C system. An early intervention provider was assigned to assist the family through the process, addressing any barriers to obtaining needed screenings and/or early intervention services.

More information about Regional improvement activities conducted in response to root cause analyses can be found in the next section, **Ongoing monitoring and enforcement as needed.**

Ongoing monitoring and enforcement as needed. In response to requirements in the June 1, 2009 OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency identified and addressed noncompliance in Indicator C7. Seven of ten Regional Grantees did not meet the 100% target in FFY 2007 (2007-2008) and were notified of non-compliance findings. These seven Regional Grantees were required to analyze root causes and submitted a SPP Action Plan to correct noncompliance as soon as possible and no later than one year. Corrective actions included assuring that evaluation and assessments and initial IFSPs were conducted for children identified in the non-compliance findings. The SPP Action Plans were approved by the Lead Agency. After technical assistance and corrective activities occurred for each finding, five IFSPs from each notified Region per finding were reviewed and demonstrated timely evaluation and IFSP meeting requirements were implemented correctly. All three Regions made the corrections within 6 months, as verified by the Lead Agency.

In FFY 2008 (2008-2009) the Lead Agency monitored regional performance in Indicator C7. Seven of 10 Regional Grantees met the 100%. The other three Regions met substantial compliance (96.41 to 99.55%). Forty infants and toddlers did not receive timely evaluations/IFSP meetings. The three Regional Grantees were notified on findings of non-compliance, required to analyze root causes and submitted corrective action plans to correct non-compliance, as soon as possible and no later than one year. The plans were approved by the Lead Agency. Results of the corrections, verification and notice of corrections will be reported in next year's FFY 2009 (2009-2010) Annual Performance Report (APR).

Iowa's System to Achieve Results (I-STAR) was used to monitor related requirements for all Regional Grantees. This electronic, web-based monitoring system allows Regional Grantees to see their performance in related requirements pertinent to this indicator. In FFY 2008 (2008-2009), the Lead Agency identified and addressed one finding of non-compliance for these related requirements. The Regional Grantee was notified of noncompliance within 30 days. The Regional Grantee submitted a Corrective Action Plan to correct noncompliance within one year. The Corrective Action Plan has been approved by the Lead Agency. In addition, all individual children's files have been corrected and verified by the Lead Agency. The Lead Agency will continue to monitor progress for all Regions on related requirements to this indicator through an annual data verification report in FFY 2009 (2009-2010).

All 10 Regions submitted year end reports to document improvement activities that were conducted to reach the state target for compliance in timely evaluations and initial IFSP meetings. The FFY 2008 (2008-2009) improvement activities designed to match root causes included providing clarifying procedures for staff; developing internal methods to systematically review data for delays and documentation of delays, developing agency procedures to complete health and vision assessments; dealing with cases when unable to contact family; providing training to all agency staff about timelines and scheduling options; increasing FTE; reassigning workloads, and maintaining an infrastructure of technical assistance and support by providing ongoing meetings and training to specific groups, such as service coordinators and IMS staff. All Regional Grantees indicated that they periodically used the IMS verification reports to monitor their agencies' performance and accurate data collection on this requirement. In addition, five of the Regional Grantees established a notification system using technology to assist staff in monitoring and meeting the 45-day timeline. The State Procedures Manual was used to provide professional development to Regional Grantees and Signatory Agencies.

These improvement activities assisted in significantly increasing the percent of evaluations, assessments and IFSP meetings conducted in the 45-day timeline. All ten of the Regional Grantees are now in substantial compliance. The Lead Agency will continue to monitor progress of all Regions through regularly scheduled data verification reports in FFY 2009 (2009-2010) and support and monitor implementation of corrective action plans.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

In response to requirements in the June 1, 2009 OSEP Response Table for Iowa's FFY 2008 (2008-2009) Annual Performance Report, the Lead Agency reviewed its improvement activities and determined activities outlined in the State Performance Plan (February 1, 2009 version) were research-based, aligned with addressing underlying problems, demonstrated effective results and will continue as outlined in State Performance Plan. There are no revisions to Iowa's proposed targets, improvement activities, timelines or resources for FFY 2009 (2009-2010).

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator data reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:

- A. IFSPs with transition steps and services;
- B. Notification to Local Education Agency (LEA), if child potentially eligible for Part B; and
- C. Transition conference, if child potentially eligible for Part B.

(20 USC 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

- A. Percent = $\left[\frac{\text{(\# of children exiting Part C who have an IFSP with transition steps and services)}}{\text{(\# of children exiting Part C)}} \right] \text{ times } 100.$
- B. Percent = $\left[\frac{\text{(\# of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred)}}{\text{(\# of children exiting Part C who were potentially eligible for Part B)}} \right] \text{ times } 100.$
- C. Percent = $\left[\frac{\text{(\# of children exiting Part C and potentially eligible for Part B where the transition conference occurred)}}{\text{(\# of children exiting Part C who were potentially eligible for Part B)}} \right] \text{ times } 100.$

The provision of timely transition planning is a compliance indicator. Therefore, this measurable and rigorous target was set at 100%, by OSEP, since it is considered a compliance indicator important for all children to attain or receive benefit. Each annual target of the six year State Performance Plan is set at 100%.

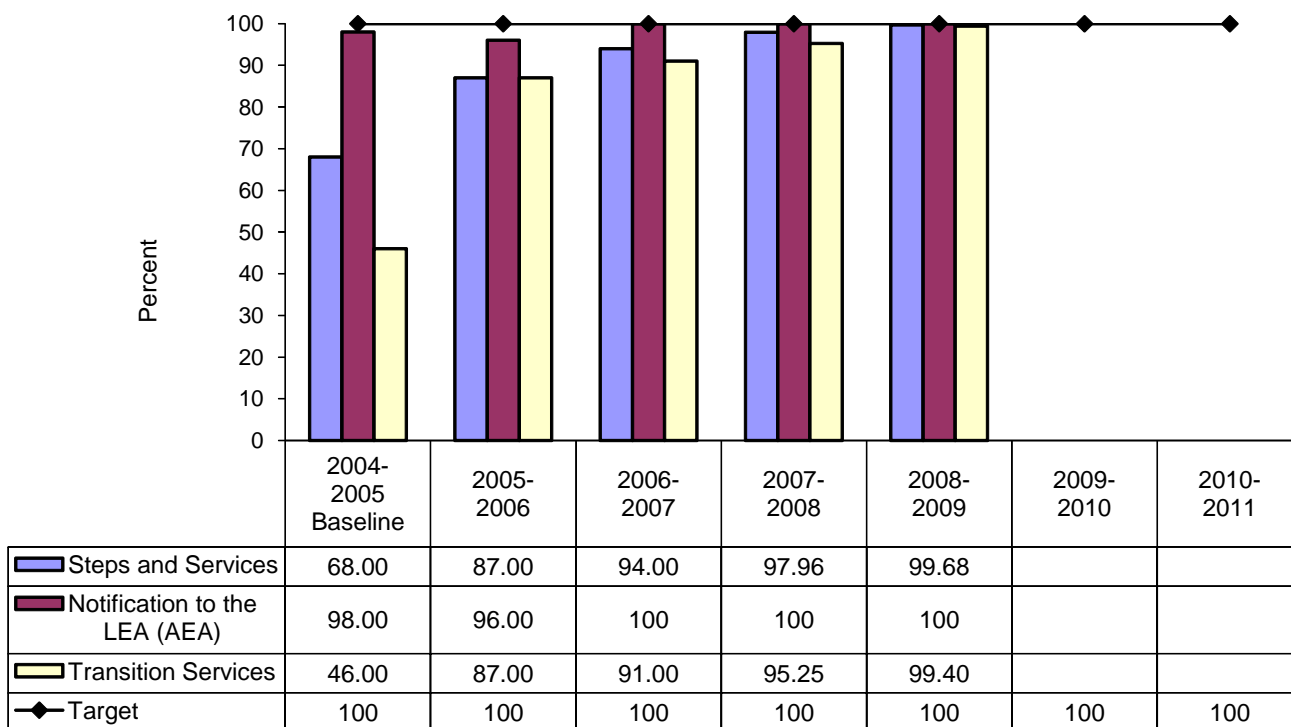
FFY	Measurable and Rigorous Target
2008 (2008-2009)	100% of children exiting Part C received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday, including (A) IFSPs with transition steps and services; (B) Notification to the LEA if the child is potentially eligible for Part B; and (C) Transition conference if the child is potentially eligible for Part B.

Actual Target Data for FFY 2008 (2008-2009):

Figure C8.1 shows the State baseline and subsequent yearly data and target for the percent of children exiting Part C who received timely transition planning including (A) IFSP Transition Steps and Services, (B) Notification to the LEA (AEA), and (C) Timely Transition Conferences. Data were obtained during FFY 2008 (2008-2009) from the web-based Self-Assessment File Review monitoring system (Iowa's System to Achieve Results, I-STAR). This web-based database allows for direct data entry thereby removing one level of possible data entry error. Each of the ten Regional Grantees was provided a random sample by the Lead Agency consisting of 10% or a minimum of 15 children (whichever is greater) of the children reported in the most recent 618 Exit Table who exited during the prior full reporting year (N= range of 160-620). File review data were obtained from IFSP and Individualized Education Program (IEP) files of children exiting Part C and eligible for Part B or children exiting Part C for other services.

There were no children for whom the timeline was not met due to exceptional family circumstances so there is no number to include in the numerator and denominator for FFY 2008 (2008-2009) for C8(C). The State did not include in the calculation the number of children for whom the family did not provide approval to conduct the transition conference which resulted in delays in timely transition (C). Numbers used to determine this calculation are provided later in this section.

Figure C8.1. Percent of Children Exiting Part C Who Received Timely Transition Planning Including (A) Steps and Services, (B) Notification to the LEA, and (C) Timely Transition Conferences.



Source. Part C Regional Monitoring Data - File Review, FFY 2005 (2005-2006) and Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Table C8.1 shows the Regional Grantee data for the percent and number of Self-Assessment File Reviews meeting timely transition planning requirements including (A) IFSP Transition Steps and

Services, (B) Notification to the LEA (AEA), and (C) Timely Transition Conferences by Regional Grantee and State.

Table C8.1

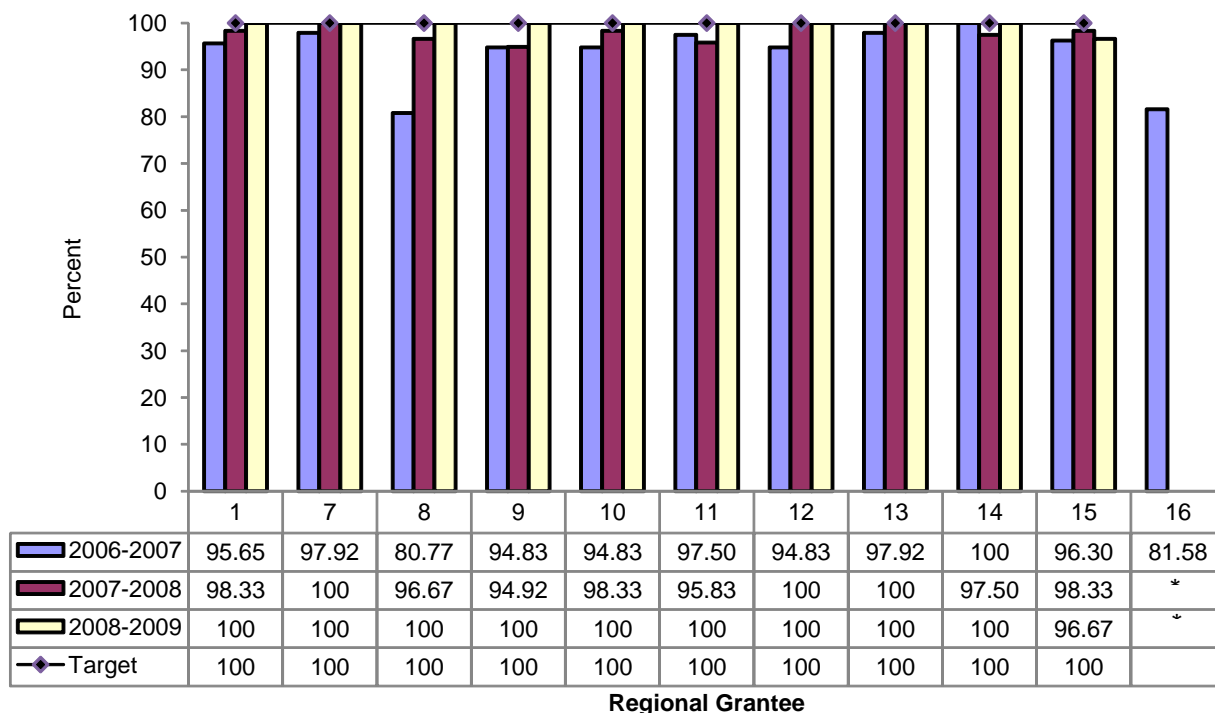
Percent (Number/Total Number) of File Reviews Meeting Requirements for (A) Steps and Services, (B) Notification to the LEA, and (C) Timely Transition Conference by Regional Grantee and State.

Regional Grantee and State Totals										
1	7	8	9	10	11	12	13	14	15	State
(A) IFSP Transition Steps and Services										
100%	100%	100%	100%	100%	100%	100%	100%	100%	96.67%	99.68%
60/60	66/66	60/60	60/60	62/62	88/88	60/60	58/58	46/46	58/60	618/620
(B) Notification to LEA (AEA)										
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
15/15	15/15	15/15	15/15	16/16	26/26	15/15	15/15	13/13	15/15	160/160
(C) Timely Transition Conference										
100%	100%	100%	100%	100%	95.45%	100%	100%	100%	100%	99.40%
30/30	33/33	30/30	30/30	31/31	42/44	30/30	29/29	46/46	30/30	331/333

Source. Iowa's System to Achieve Results (I-STAR), FFY 2008 (2008-2009).

The following three figures depict the trend data for Regional Grantees, FFY 2005 (2005-2006) through FFY 2008 (2008-2009). Figure C8.2 shows the Regional Grantee data for the percent of file reviews meeting (A) IFSP Transition Steps and Services, Figure C8.3 shows the Regional Grantee data for the percent of file reviews meeting (B) Notification to the LEA (AEA), and Figure C8.4 shows the Regional Grantee data for the percent of file reviews meeting (C) Timely Transition Conference.

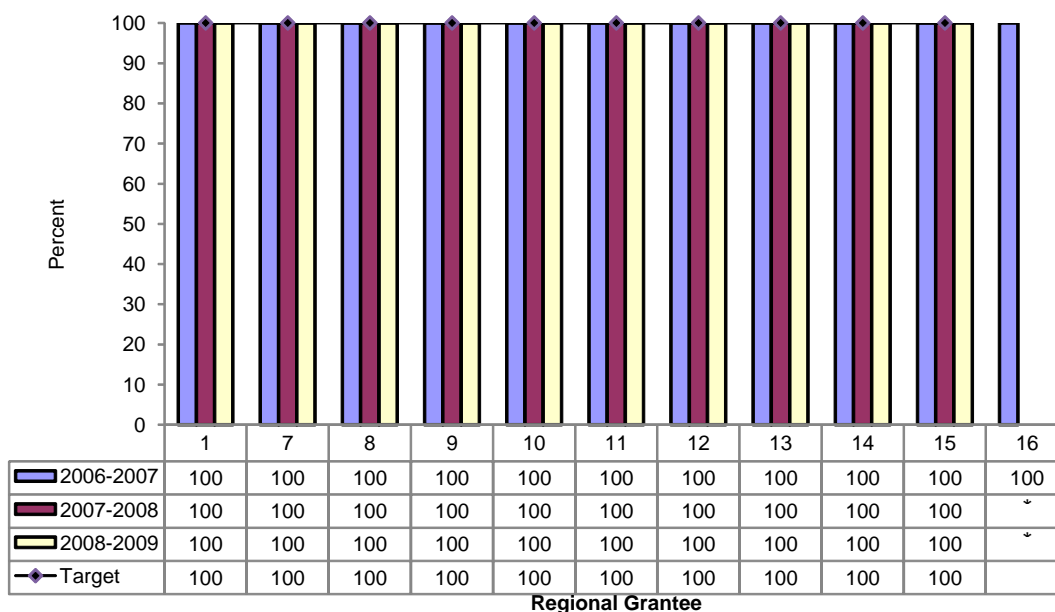
Figure C8.2. Percent of Children Exiting Part C Who Received Timely Transition Planning Including (A) Transition Steps and Services by Regional Grantee, Three-Year Trend.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

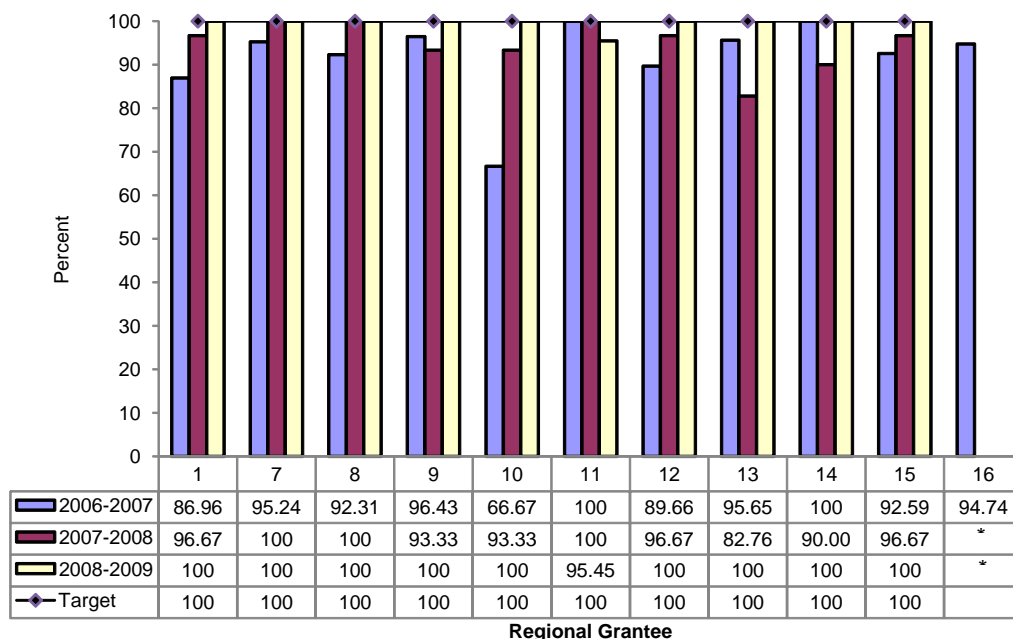
Figure C8.3. Percent of Children Exiting Part C Who Received Timely Transition Planning Including (B) Notification to the LEA (AEA) by Regional Grantee, Three-Year Trend.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Figure C8.4. Percent of Children Exiting Part C Who Received Timely Transition Planning Including (C) Timely Transition by Regional Grantee, Three-Year Trend.



Source. Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - FFY 2008-2009).

* Note. In FFY 2006 (2006-2007) Regional Grantees 15 and 16 merged. Data for both are reported as Regional Grantee 15.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

Iowa continued to make progress for this indicator compared to the baseline data reported in Iowa's State Performance Plan. All three subcomponents (A), (B), and (C) are at or near the target of 100% compliance for FFY 2008 (2008-2009). The target of 100% was met for the third consecutive year in subcomponent (B) Notification to the LEA (AEA). Data for subcomponents (A) and (C) indicate consistent, significant progress; subcomponent (A) IFSP Steps and Services increased from 97.96% to 99.68% (increase of 1.72%) and subcomponent (C) Timely Transition Conference increased from 95.25% to 99.4% (increase of 4.15%). All three subcomponents are in substantial compliance.

As required to report for C8(C), there were no children for whom the timeline was not met due to exceptional family circumstances. Data from the web-based Self-Assessment File Review monitoring system (I-STAR) were analyzed for the reason of delay of the transition conference [C8(C)]. A timely transition conference was not held in 2 cases due to staff reasons, which were addressed in procedures in a newly developed and implemented Part C Procedures Manual (launched March 2009).

In FFY 2008 (2008-2009), nine of the ten Regional Grantees met 100% compliance in (A) IFSP Transition Steps and Services. This reflects one Regional Grantee demonstrated slippage from 98.33% to 96.67% (decrease of 1.66%). Analysis of slippage revealed awareness that FFY 2008 (2008-2009) file reviews of IFSPs were conducted before training for the new Part C Procedures Manual took place; Regional Grantee addressed personnel follow-up of needed compliance practice procedures.

All ten Regional Grantees maintained the compliance target of 100% in subcomponent (B) Notification to the LEA (AEA) from FFY 2006 (2006-2007) to FFY 2008 (2008-2009).

In FFY 2008 (2008-2009) nine out of ten Regional Grantees met 100% compliance in subcomponent (C) Timely Transition Conference. One Regional Grantee showed slippage from 100% to 95.45% (decrease of 4.55%). Analysis of the slippage revealed that noncompliance was generalized across the one Region and that supervisors in all offices will be engaged in using a new "instant alarm" data system to promote compliance in timely transition conferences.

In FFY 2008 (2008-2009) eight of the ten Regional Grantees achieved 100% compliance in all three subcomponents, [(A), (B), and (C)].

In efforts to correct noncompliance, the Lead Agency engaged in improvement activities with Regional Grantees and Signatory Agencies to make overall progress in improving results for this indicator. The Lead Agency focused on implementation of policy and procedure guidance for Regional Grantees and training for statewide Part C Procedures Manual.

Verification of data. The Lead Agency maintained systemic procedures for monitoring (I-STAR) through the continuation of the contract with a web-based company to assure the collection of accurate data in the Part C Self-Assessment File Review. The Lead Agency provided the random sample for the Regional Grantees (10% of the files were sampled). Samples were taken from IFSPs of children exiting Part C and eligible for Part B or children exiting Part C for other services. This work provided consistent interpretation and thus data that reflected actual practice. Lead Agency Monitoring Consultant provided technical assistance and ongoing support to Regional Grantee personnel designated to enter data into the I-STAR system.

Analysis of data to identify concerns. In FFY 2008 (2008-2009) transition indicator data were analyzed by Lead Agency, Early ACCESS leadership, and State Interagency Coordinating Council. All Regional Grantees maintained the target of 100% compliance for the third consecutive year for subcomponent (B) Notification to the LEA (AEA). Progress was made in (A) IFSP Transition Steps and Services and (C) Timely Transition Conference with data indicating that the Lead Agency and all Regional Grantees have reached substantial compliance in both areas. Two of ten Regional Grantees had findings for noncompliance (see **Ongoing Monitoring** section) and were required to implement corrective action plans approved by the Lead Agency. The number of findings for Regional Grantees decreased in FFY 2008 (2008-2009) from five out of ten to two out of ten. Stakeholders input revealed that progress was due to implementation and focus on both state and regional improvement strategies described later in this indicator. The impacts of increasing caseloads due to increased child count were noted as areas of concern from Regional Grantees.

Regional Grantees that had findings for noncompliance analyzed data and determined need for documentation, guidance regarding transition and related requirements, ongoing monitoring, and training in order to meet compliance. Conclusions and actions taken by the Lead Agency and Regional Grantees as a result of these analyses are described in subsequent sections of this indicator.

Analysis of policies, procedures, and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies - AEAs) adopted one statewide Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Procedures Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Procedures Manual clarified issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on *Transition Toolbox* steps and implementation. Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance.

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Procedures Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In spring 2009, it was determined that there was a need to revise the electronic IFSP templates, including the Transition Planning work page. The use of the revised IFSP form and required training were to enhance Service Coordinator timeliness and documentation of transition requirements. The revised template and training were launched in August 2008. Regional Grantees reported in spring 2009 that the new form led to more effective implementation of the requirements and better documentation.

The on-line transition implementation, guidance, and procedures training, *Connecting the Dots*, was initiated in January 2007 and updated in FFY 2008 (2008-2009). The Lead Agency worked

with OSEP-funded technical assistance center, North Central Regional Resource Center (NCRRC), to assist in the development of the statewide training. The *Connecting the Dots* training is divided into three parts: Federal and State Requirements, Recommended Transition Practices, and State-Specific Transition Policies and Procedures. Several new resources were added to the training including documents and websites. In FFY 2008 (2008-2009), new service coordinators were required to take the on-line training, while existing service coordinators could review the training as a refresher.

In efforts to improve implementation of transition requirements and enhance parents' knowledge and skills during the transition process, Early ACCESS Regional Grantees and Signatory Agencies launched statewide use of the *Transition Toolbox, A Guide for Families* in September 2008. The Toolbox was first developed and utilized by Service Coordinators in one Region that consistently achieved higher percentages in all three subcomponents of the C8 Transition Indicator and achieved 100% compliance in FFY 2007 (2007-2008). This exemplary resource was adapted for statewide use for FFY 2008 (2008-2009).

Technical Assistance. After analyzing FFY 2007 (2007-2008) C8 Indicator data across the Regions, the Lead Agency realized that it was necessary to require training of the *Transition Toolbox* in order to assist service coordinators and families as they navigate the transition from Part C to Part B and Part C to other services. The Lead Agency required all Regional Grantees and Signatory Agencies to utilize the revised *Transition Checklist* and to train and implement the *Transition Toolbox* by December 2008. Training materials, activities and support for designated trainers were provided by the original authors at a Lead Agency statewide meeting. Implementation was strengthened when the six steps of the *Transition Toolbox* were integrated into the new Part C Procedures Manual (launched March 2009), cueing service coordinators when to discuss each step with families.

The Lead Agency continued to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009) Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordinator training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module I - *Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings for three reporting years in FFY 2006-2008 (2006-2007; 2007-2008; 2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

The Lead Agency provided ongoing guidance to Regional Grantees regarding regional transition procedures during regularly scheduled meetings. Regional Grantees provided technical assistance to local providers regarding documentation, the use of checklists to monitor transition steps and services, as well as the use of the IFSP Transition Plan form.

Ongoing monitoring and enforcement as needed. In response to requirements in the June 1, 2009, OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency identified and addressed noncompliance with Indicator C8(A) and C8(C).

The Lead Agency monitored correction of non-compliance findings identified in FFY 2007 (2007-2008). The Regional Grantees were timely notified of noncompliance for two findings in subcomponent C8(A) and four findings in C8(C) within 30 days. Regional Grantees submitted a Corrective Action Plan to correct noncompliance within one year. Corrective actions included assuring that IFSP transition steps and services were complete for children identified in the non-compliance findings; unless the requirement no longer applied or the child was no longer within the jurisdiction of the program. The Corrective Action Plans were approved by the Lead Agency. All Regional Grantees corrected noncompliance as soon as possible but in no case later than one year from the date they were notified of the finding(s). Verification of timely correction of non-compliance was based on review of updated data. After technical assistance and corrective activities occurred, five IFSPs from each Region per finding were reviewed and demonstrated compliance in implementation of the requirements, including steps and services for children transitioning out of Part C and completion of a transition conference.

The Lead Agency in its general supervision responsibilities required all Regional Grantees that did not meet the FFY 2007 (2007-2008) targets to submit improvement plans for FFY 2008 (2008-2009). All ten Regions submitted FFY 2008 (2008-2009) Year-End Reports to document improvement activities for Indicator C8. The FFY 2008 (2008-2009) improvement activities, designed to match root causes, included implementation of the new IFSP Transition Planning form; service coordinator support meetings; on-going or frequent supervisory monitoring of transition IFSPs/file review; new technology to alert service coordinators of transition timelines for children on their caseload; newsletters for service coordinators and training of service coordinators employed by the Regional Grantees and Signatory Agencies.

In FFY 2008 (2008-2009), the Lead Agency monitored implementation of transition requirements through file reviews with all Regional Grantees. Each Region was provided a random sample of 10% of the active IFSP files or a minimum of 15. Samples were taken from IFSP and Individualized Education Program (IEP) files of children exiting Part C and eligible for Part B or children exiting Part C for other services. Two sets of Self-Assessment File Review questions were utilized. One set of questions was used for children exiting Part C for other services and another set of questions for children exiting Part C and potentially eligible for Part B special education services. A total of 333 files were reviewed, 160 files for children transitioning from Part C to Part B and 173 files for children transitioning to other services. Notification to the AEA (Iowa's LEA) if a child is potentially eligible for Part B special education services occurs prior to the transition planning conference. The Lead Agency monitored notification through the revised Self-Assessment File Review procedures.

In FFY 2008 (2008-2009), the Lead Agency monitored regional performance in Indicator 8. As noted in the **Explanation of Progress or Slippage** section, nine of the ten Regional grantees met 100% compliance in (A) IFSP Transition Steps and Services. One Regional Grantee demonstrated slippage from 98.33% to 96.67% (decrease of 1.66%). Analysis of slippage revealed awareness that FFY 2008 (2008-2009) file reviews of IFSPs were conducted before training for the new Part C Procedures Manual took place. All ten Regional Grantees maintained the compliance target of 100% in subcomponent (B) Notification to the LEA (AEA). Nine of the ten Regional Grantees met 100% compliance in subcomponent (C) Timely Transition Conference. One Regional Grantee showed slippage from 100% to 95.45% (decrease of 4.55%). Analysis of the slippage revealed that noncompliance was generalized across the region and that supervisors in all offices will be engaged in using a new "instant alarm" data system to promote compliance in timely transition conferences. Overall, eight of ten Regional Grantees met the 100% targets in all three sub-indicators, a significant improvement from FFY 2007 (2007-2008).

Procedural compliance monitoring for all transition components resulted in the Lead Agency notifying two Regional Grantees of noncompliance findings based on FFY 2008 (2008-2009) I-STAR data. Noncompliance findings by indicator C8 subcomponents are described below.

(A) Steps and Services. In FFY 2008 (2008-2009) the Lead Agency identified one noncompliance finding in one Region regarding subcomponent C8(A) appropriate documentation of IFSP transition steps and services.

(B) Notification to the LEA. In FFY 2008 (2008-2009) the Lead Agency did not identify any noncompliance findings regarding subcomponent C8(B), notification to the LEA.

(C) Transition Conference. In FFY 2008 (2008-2009) the Lead Agency identified one noncompliance finding in one Region regarding subcomponent C8(C), meeting transition conference timelines.

The two Regional Grantees were notified of noncompliance findings identified in FFY 2008 (2008-2009) within 30 days. Regional Grantees submitted a Corrective Action Plan to correct noncompliance within one year, action steps included: Regional Grantee, Signatory Agency and private partner service coordinator meetings/trainings; increased monitoring of IFSPs; statewide implementation of the *Transition Toolbox*; statewide, required online training *Connect the Dots* for new service coordinators; technology to alert service coordinators of timelines for transition steps for children on their caseload; newsletters; and specific checklists for IFSP review. The Corrective Action Plan was approved by the Lead Agency. Results of corrections within one year will be reported in next year's FFY 2009 (2009-2010) Annual Performance Report.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

In response to requirements in the June 2009 OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency reviewed its improvement activities and determined activities outlined in the State Performance Plan (February 1, 2009 version) were research-based, aligned with addressing underlying problems, demonstrated effective results and will continue as outlined in State Performance Plan. There are no revisions to Iowa's proposed targets, improvement activities, timelines or resources for FFY 2009 (2009-2010).

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), the Early ACCESS Executive Committee, Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.

(20 U.S.C. 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent of noncompliance corrected within one year of identification:

- a. # of findings of noncompliance
- b. # of corrections completed as soon as possible but in no case later than one year from identification.

Percent = [(b) divided by (a)] times 100.

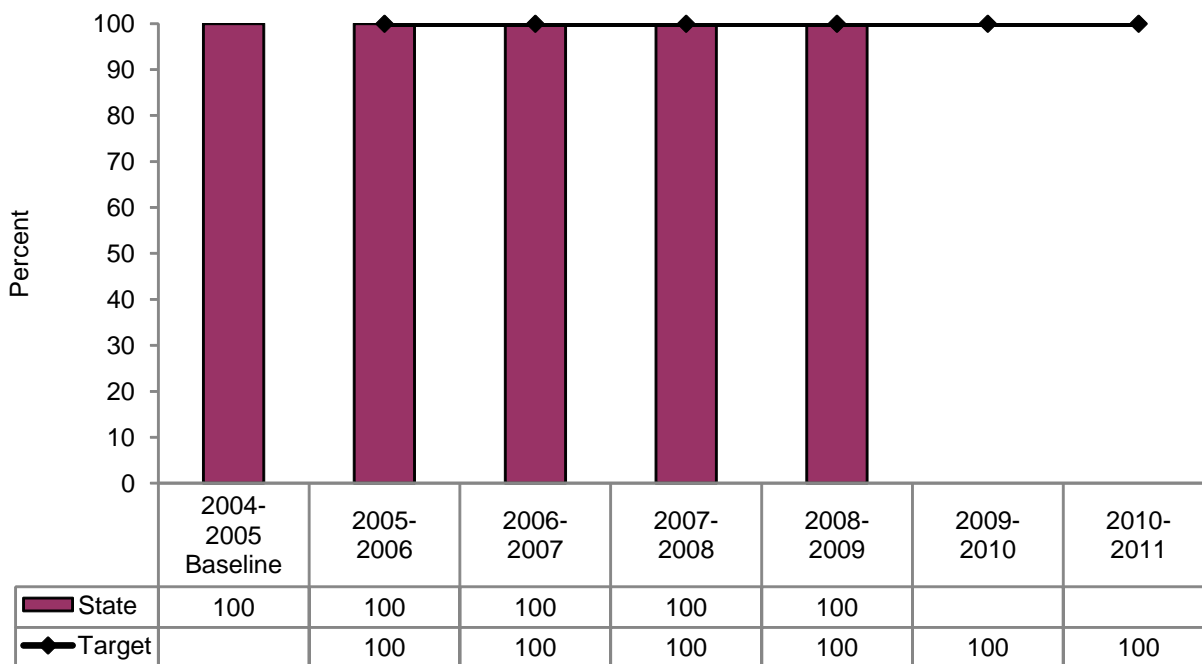
The percent of noncompliance corrected within one year of identification is a compliance indicator and OSEP designated the measurable and rigorous target at 100%. Each annual target of the six year State Performance Plan is set at 100%.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification 100% of the time.

Actual Target Data for FFY 2008 (2008-2009):

Figure C9.1 shows the state baseline and subsequent target data for correction of noncompliance within one year.

Figure C9.1. Percent of Correction of Noncompliance Within One Year of Identification.



Source. Part C Regional Monitoring Data-File Review, FFY 2004 (2004-2005) - FFY 2005 (2005-2006) and Iowa's System to Achieve Results (I-STAR), FFY 2006 (2006-2007) - 2008 (2008-2009).

Table C9.1 includes all components of the OSEP C9 self-calculating worksheet for FFY 2008 (2008-2009) SPP/APR indicator noncompliance findings for which correction was verified no later than one year from identification.

Table C9.1

SPP and APR Indicator Noncompliance for Which Correction Was Verified No Later Than One Year From Identification.

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 through 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 through 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA
	Dispute Resolution: Complaints, Hearings	0	0	NA
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA
	Dispute Resolution: Complaints, Hearings	0	0	NA
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA
	Dispute Resolution: Complaints, Hearings	0	0	NA

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 through 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 through 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
4. Percent of families participating in Part C who report that early intervention services have helped the family	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA
	Dispute Resolution: Complaints, Hearings	0	0	NA
5. Percent of infants and toddlers birth to 1 with IFSPs	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA
6. Percent of infants and toddlers birth to 3 with IFSPs	Dispute Resolution: Complaints, Hearings	0	0	NA
7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	7	7	7
	Dispute Resolution: Complaints, Hearings	0	0	NA
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	1	2	2
A. IFSPs with transition steps and services;	Dispute Resolution: Complaints, Hearings	0	0	NA
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	NA

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 through 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 through 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
appropriate community services by their third birthday including: B. Notification to LEA, if child potentially eligible for Part B; and	Dispute Resolution: Complaints, Hearings	0	0	NA
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: C. Transition conference, if child potentially eligible for Part B.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	3	4	4
	Dispute Resolution: Complaints, Hearings	0	0	NA
OTHER AREAS OF NONCOMPLIANCE: General Procedures *	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	3	3	3
	Dispute Resolution: Complaints, Hearings	0	0	NA
Sum the numbers down Column a and Column b			16	16

Note. Percent of noncompliance corrected within one year of identification = 100%
(column (b) sum divided by column (a) sum) times 100)

Source. Iowa Management System (IMS), FFY 2007 (2007-2008) and FFY 2008 (2008-2009) and Iowa's System to Achieve Results (I-STAR), FFY 2007 (2007-2008) and FFY 2008 (2008-2009).

* *Note.* "Other Areas of Noncompliance, General Procedures" means file review items that are related requirements to indicators and Regional Grantee responsibility requirements.

Table C9.2 describes the monitoring components used to determine results for reporting General Supervision Indicator C9 with the number of noncompliance findings and number of corrections within one year of notification of citation. All Regional Grantees are monitored annually regarding compliance with state regulations, interagency agreements, regional applications and annual reports, dispute resolution, Part C finances, and procedural compliance. Area Education Agency (AEA) Accreditation occurred in two of the AEAs which serve as the Part C Regional Grantees (20% of AEAs reviewed on five year cycle). Medicaid audits in FFY 2008 (2008-2009) aligned with the AEA Accreditation cycle.

Table C9.2

Part C Monitoring Components with Number of Findings and Timely Corrections of Noncompliance.

FFY 2007 (2007-2008)				FFY 2008 (2008-2009)		
Monitoring Component	Number of Regions Monitored	Number of Noncompliance Findings	Number of Timely Corrections*	Number of Regions Monitored	Number of Noncompliance Findings	Number of Timely Corrections**
State regulations	10	0	NA	10	0	NA
Interagency agreements	10	0	NA	10	0	NA
Regional applications and annual reports	10	0	NA	10	0	NA
Dispute resolution	10	0	NA	10	0	NA
Area Education Agency Accreditation	2	0	NA	2	0	NA
Fiscal audit:						
--Part C funds	10	0	NA	10	0	NA
--Medicaid	2	0	NA	2	0	NA
Part C monitoring--	10	9	9	10	6	**
Self-assessment/ File Review						

Source. Iowa's System to Achieve Results (I-STAR), FFY 2007 (2007-2008) - FFY 2008 (2008-2009) and Iowa Department of Education (Lead Agency) Regional Monitoring Reports.

Note. * Corrections from findings in FFY 2007 (2007-2008) occurred within one year.

** Data will be reported in FFY 2009 (2009-2010).

Table C9.3 describes Iowa's SPP performance indicator targets, results, and data sources for FFY 2004 (2004-2005) through FFY 2008 (2008-2009). According to OSEP, each state is allowed to set targets from baseline data to improve results for children for these six performance indicators.

Table C9.3
SPP/APR Performance Indicators, Part C.

Indicator	FFY 2004 (2004-2005)	FFY 2005 (2005-2006)	FFY 2006 (2006-2007)	FFY 2007 (2007-2008)	FFY 2008 (2008-2009)	State Target FFY 2008 (2008-2009)
C2: Natural environments	95%	96%	97.61%	98.40%	98.52%	96.40%
C3: Early childhood outcomes	NA	Baseline	Baseline	Baseline	Baseline	Baseline
C4: Family centered services	NA	A) 89.8% B) 89.2% C) 90.5%	A) 96.4% B) 95.9% C) 95.8%	A) 96.36% B) 95.05% C) 94.61%	A) 96.25% B) 95.97% C) 95.82%	A) 91.00% B) 90.00% C) 92.00%
C5: Child find 0 - 1	1.12%	1.22%	1.42%	1.54%	1.59%	1.10%
C6: Child find 0 - 3	2.12%	2.33%	2.52%	2.69%	2.89%	2.10%
C13: Mediations	0	0	0	0	0	NA*

Source. Iowa 618 Data Tables, FFY 2004 (2004-2005) - FFY 2008 (2008-2009); Part C Regional Monitoring Data-File Review, FFY 2004 (2004-2005) - FFY 2005 (2005-2006); and Iowa's System to Achieve Results (I-STAR) FFY 2006 (2006-2007) - FFY 2008 (2008-2009).

Note. * Iowa did not have to set a target as the number of mediations (0) is less than 10.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

In FFY 2007 (2007-2008), Iowa identified sixteen non-compliance findings and verified correction of all 16 findings as soon as possible and no later than one year from identification. This resulted in Iowa meeting the FFY 2008 (2008-2009) 100% target for timely identification and correction of non-compliance.

In response to requirements in the June 1, 2009, OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency identified and addressed noncompliance with indicators C7, C8A and C8C. Although Iowa did not achieve targets for three compliance indicators for 45-day timeline and transition (C7, C8A and C8C), progress was made for the three indicators, achieving over 95% performance. Improvement activities were implemented with all Regional Grantees. After technical assistance and corrective activities occurred, five IFSPs from each Region per finding were reviewed and demonstrated compliance with 45-day timeline and transition requirements. Refer to Indicators C7 and C8 for further discussion of improvement activities. Refer to **Ongoing Monitoring** section for more details of identification and correction of C7 and C8 noncompliance.

Several improvement activities were implemented to impact meeting the target for all indicators and address noncompliance. The activities included verification of data, analysis of data, analysis of policies, procedures, and practices, technical assistance, and ongoing monitoring.

Verification of data. A state monitoring and improvement data system was designed to enhance Iowa's federal requirement for monitoring of IDEA 2004 Part B and C by focusing on efficient and effective use of technology to make data-based decisions to improve specialized programs and services for Iowa's children. The contractor worked collaboratively with assigned state staff and all affected agencies in order to ensure the implementation of an effective IDEA Part B and C monitoring system. The data system, Iowa's System to Achieve Results (I-STAR), was used for Part C Self-Assessment File Reviews (procedural compliance and effective transition) and family surveys in FFY 2008 (2008-2009).

Data sources include, but are not limited to, 618 Data Tables and I-STAR. Data for 618 Data Tables and some SPP indicators are collected in Iowa's Information Management System (IMS), which employs a comprehensive verification process as described in C14. This multi-step process ensures the timely and accurate data required for all 618 Data Tables, FFY 2005-2011 State Performance Plan and Annual Performance Reports. Work continued on the development of future web-based Individualized Family Service Plan forms to ensure more consistent and efficient data collected for IMS and other data reporting and monitoring mechanisms. State monitoring consultants also gathered and analyzed data from Regional Grantees regarding Regional implementation of IDEA and SPP indicators.

All activities to correct noncompliance were completed within the one-year timeframe. All Regional Grantees submitted evidence of completion to the Lead Agency for their activities. Such evidence of success included meeting agendas, training materials, meeting sign-in forms, and monitoring file reviews. Verification of timely correction of non-compliance was based on review of updated data. After technical assistance and corrective activities occurred, five IFSPs from each region per finding were reviewed and demonstrated compliance with 45-day timeline and transition requirements.

Analysis of data to identify concerns. Data from all aspects of the general supervision system were analyzed to identify any noncompliance concerns:

- State regulations, policies, and procedures. No noncompliance was found in reviewing Regional policies and procedures.
- Interagency agreements. No noncompliance findings were identified in interagency agreements, effective dates, and their implementation.
- Regional applications and annual reports. No noncompliance findings were identified in applications and annual reports.
- Dispute resolution. Iowa did not have a complaint, due process hearing, or mediation during FFY 2008 (2008-2009).
- Area Education Agency accreditation. No noncompliance findings were identified in reviewing two AEAs.
- Fiscal audit—Part C funds. No noncompliance findings were identified in reviewing Regional Applications and Annual Reports for appropriate use of Part C funds.
- Fiscal audit—Medicaid. Medicaid Good Standing Reviews were completed in two Regions in FFY 2008 (2008-2009) with no findings identified.
- Part C monitoring of Regional Grantee implementation of IDEA. Procedural compliance was monitored utilizing Regional Self-Assessment File Reviews and desk audits of Indicator performance. Findings were identified and Regional Grantees received timely notification. Details are provided throughout this indicator.

Table C9.4 describes Iowa's SPP compliance indicator targets, results, and data sources for FFY 2004 (2004-2005) through FFY 2008 (2008-2009). Targets were set at 100% by OSEP, since these are indicators considered important for all children to attain or receive benefit. These data were analyzed by the Lead Agency to form a basis for the discussion of improvement, progress and slippage.

Table C9.4

SPP Compliance Indicators, Part C for FFY 2004 (2004-2005) - FFY 2008 (2008-2009).

Indicator	State Target	FFY 2004 (2004-2005)	FFY 2005 (2005-2006)	FFY 2006 (2006-2007)	FFY 2007 (2007-2008)	FFY 2008 (2008-2009)
C1: Timely services	100%	68.8%	100%	100%	100%	100%
C7: Timely evaluation and assessment (with family reason included)	100%	89%	87%	90.90%	97.66%	98.73%
C8: Effective transition C to B						
A. IFSP transition steps/services	100%	68%	87%	94%	97.96%	99.68%
B. Notification to AEA (LEA)	100%	98%	96%	100%	100%	100%
C. Timely transition conference	100%	46%	87%	91%	95.25%	99.40%
C9: General supervision (Monitoring)	100%	100%	100%	100%	100%	100%
C10: Complaints (resolved within 60 days)	100%	NA*	NA*	NA*	NA*	NA*
C11: Hearings (adjudicated within 30 days)	100%	NA**	NA**	NA**	NA**	NA**
C12: Resolution sessions	100%	NA***	NA***	NA***	NA***	NA***
C14: Timely and accurate data	100%	100%	100%	100%	100%	100%

Source. Iowa Information Management System (IMS); Iowa's System to Achieve Results (I-STAR); and U.S. Department of Education; Office of Special Education Programs, Data Analysis System (DANS), 618 Data Tables; FFY 2004 (2004-2005) - FFY 2008 (2008-2009).

Note. * Iowa did not have a complaint filed.

** Iowa did not have a request for due process hearing.

*** Iowa follows Part C due process procedures.

Although 100% targets have not been met for all compliance indicators, improvement was shown for 45-day timeline and transition (C7, C8A and C8C), achieving over 95% performance. In addition, there were no complaints filed or due process hearing requests. Overall, the number of noncompliance findings decreased from 16 in FFY 2007 (2007-2008) to 6 in FFY 2008 (2008-2009). Current activities have been effective in impacting compliance indicators and, therefore, will be continued.

The Lead Agency analyzed the overall effectiveness of its general supervision system, including monitoring, technical assistance and correction activities.

- Aligned with IDEA Reauthorization, which focused on results for children and families, Iowa exceeded state targets for all four APR performance indicators C2, C4, C5, and C6. Indicator C3 remained an SPP indicator in FFY 2008 (2008-2009).
- Iowa maintained meeting 100% target levels for six of nine compliance indicators that had targets (C1, C8B, C9, C10, C11 and C14. Indicators C12 and C13 did not have targets).
- Progress in the three remaining compliance indicators resulted in over 95% performance.
 - Indicator C7 Timely Evaluations and Initial IFSP meetings went from 97.66%, to 98.73%, a 1.07% increase from last year.
 - Compliance Indicator C8 Effective Transition showed progress from last year in (A) 97.96% to 99.68, a 1.72% increase and (C) 95.25% to 99.4%, a 4.15% increase. C8(B) achieved 100% compliance for two consecutive years.
- There were no complaints, hearings or mediations during FFY 2008 (2008-2009).

As a result of this analysis, Iowa acknowledges and has prioritized in FFY 2009 (2009-2010) improvement and correction activities focused on reaching compliance in Indicators C7, C8(A) and C8(C) and maintaining compliance and performance in all other indicators.

Analysis of policies, procedures, and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-09). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Requirements and definitions of each of the early intervention services;
- Communication with Referral Sources;
- Children with IFSPs transferring from other states;
- Report writing;
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation;
- Procedures and documentation regarding parent withdrawal of consent for services;
- Transition Toolbox steps and implementation;
- Documents required for child's record; and
- Team decision-making re Early Childhood Outcomes (ECO).

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In efforts to improve implementation of transition requirements and enhance parents' knowledge and skills during the transition process, Early ACCESS Regional Grantees and Signatory Agencies launched statewide use of the *Transition Toolbox*, A Guide for Families. The Toolbox was first developed and utilized by Service Coordinators in one Region that consistently achieved higher percentages in all three subcomponents of the C8 Transition Indicator and achieved 100% compliance in FFY 2007. This exemplary resource was adapted for statewide use.

Technical assistance. State staff continued to support Regional and Signatory Agency implementation of state-developed trainings, guidance documents, and technical assistance to assist Regional Grantees and service providers regarding implementation of IDEA 2004 requirements. Specific technical assistance was provided to the Regional Grantees for areas of noncompliance in 45-day timeline and transition as described in Indicators C7 and C8. Lead Agency monitoring consultants maintained close contact with those Regional Grantees with noncompliance findings and reviewed their data throughout the year to ensure that corrective plans were implemented and that non-compliance was timely corrected.

Technical assistance developed by the Lead Agency and provided to the Regional Grantees focused on the importance of evaluation and assessment of infants and toddlers and an initial IFSP meeting within the 45-day timelines, the awareness of all Regions needing to meet the target of 100%, the need for clear documentation on the IFSP when the referral was received and when the IFSP was written, and understanding the data entry system using the IMS.

After analyzing FFY 2007 C8 Indicator data across the Regions, the Lead Agency realized that it was necessary to require training to utilize the *Transition Toolbox* in order to assist service coordinators and families as they navigate the transition from Part C to Part B and Part C to other services. The Lead Agency required all Regional Grantees and Signatory Agencies to utilize the revised Transition Checklist and to train and implement the *Transition Toolbox* by December 2008. Training materials, activities and support for designated trainers were provided by the original authors at a Lead Agency statewide meeting. Implementation of the Toolbox was strengthened when the six steps of the *Transition Toolbox* were integrated into the new Part C Procedures Manual (launched March 2009), cueing service coordinators when to discuss each step with families.

The Lead Agency continued to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009) Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module I – *Federal, State and Local Rules, Regulations, and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006 (2006-2007) through FFY 2008 (2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

During the FFY 2008 (2008-2009), the Lead Agency also provided technical assistance for all monitoring priorities, including: providing training/professional development; improving data collection; improving systems administration and monitoring; improving collaboration/coordination; clarifying/examining policies and procedures; providing technical assistance guidance; and increasing FTEs. Activities pertinent to each indicator are described in each Indicator of this report. Lead Agency analysis of all progress and slippage of all indicators and their respective SPP improvement activities revealed Iowa's efforts are having a positive effect on the progress toward meeting all targets and strengthening accuracy of data. The Lead Agency concluded SPP Improvement Activities should proceed as planned.

Ongoing monitoring and enforcement as needed. In response to requirements in the June 1, 2009, OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency identified and addressed noncompliance with Indicators C7, C8A and C8C.

Data for Indicator C7 were collected through the State's Information Management System (IMS). Seven Regional Grantees did not meet the 100% target in FFY 2007 (2007-2008), were notified of non-compliance findings and were required to analyze root causes and submit FFY 2008 (2008-2009) SPP Action Plans, which were approved by the Lead Agency. Corrective activities were completed in all seven Regions within six months and evidence of correction was submitted to the Lead Agency, including evidence that evaluation and IFSP meetings were held for children identified in the noncompliance findings, unless the requirement no longer applied or the child was no longer within the jurisdiction of the program. After technical assistance and corrective activities occurred for each finding, five IFSPs from each notified Region per finding were reviewed and demonstrated timely evaluation and IFSP meeting requirements were implemented correctly. The Lead Agency verified correction within six months of notification of findings and notified the Regional Grantees that findings had been corrected.

Data for Indicator C8A and C8C were collected from the FFY 2008 (2008-2009) Regional Self-Assessment File Reviews (I-STAR). The Lead Agency addressed noncompliance in Indicator C8A and C8C. Six findings related to transition were identified in FFY 2007 (2007-2008) through the self-assessment file review process (I-STAR). Five Regional Grantees were notified of the findings and required to submit corrective action plans, which were approved by the Lead Agency. Corrective activities were completed in all 5 Regions and evidence of correction was submitted to the Lead Agency within the one-year timeline, including evidence that (A) transition planning conferences were held and (C) steps and services were conducted for children identified in the noncompliance findings, unless the requirement no longer applied or the child was no longer within the jurisdiction of the program. After technical assistance and corrective activities occurred for each finding, five IFSPs from each notified Region per finding were reviewed and demonstrated transition requirements were being implemented correctly. The Lead Agency verified correction within one year of notification of findings and notified the Regional Grantees that findings had been corrected.

All Regional Grantees are monitored annually regarding compliance with state regulations, interagency agreements, regional applications and annual reports, dispute resolution, Part C finances, and procedural compliance. Area Education Agency (AEA) Accreditation occurred in two of the AEAs which serve as the Part C Regional Grantees (20% of 10 AEAs on five-year cycle). Medicaid audits aligned with AEA Accreditation in FFY 2008 (2008-2009). No findings for noncompliance were warranted during these FFY 2008 (2008-2009) monitoring activities.

In FFY 2008 (2008-2009) Regional Self-Assessment File Reviews were completed for procedural monitoring in all 10 Early ACCESS Regions. Each Region reviewed 10% of all files or a minimum of 15 files for general procedural compliance. Each Region also reviewed 10% or a minimum of 15 files (or all files if N<15) for two transition categories: 1) children eligible for Part B services with Exit Code of Eligible for Part B (EFB); and 2) children not eligible for Part B with Exit Codes

of Part B Not Determined (BND), Not Eligible for Part B services—referral to other programs (EOP), and Not Eligible for Part B Services—no referral to other programs (ENR). The same OSEP approved sampling plan for the SPP baseline data was used for the APR indicator data.

For FFY 2008 (2008-2009), three of 10 Regional Grantees required Corrective Action Plans based on six procedural noncompliance findings, using I-STAR self-assessment file reviews and desk audit indicator data. The plans submitted were approved by the Lead Agency. Monitoring by state monitoring consultants will continue to measure progress toward meeting noncompliance within the one-year timeframe. No enforcement actions were needed. Notification and correction data will be reported in next year's FFY 2009- (2009-2010) Annual Performance Report.

In FFY 2008 (2008-2009), the Lead Agency monitored related requirements of Indicators, C1, C2, C4, C7 and C8 in order to provide an additional source of data that would enhance understanding of Regional Indicator performance. The data source for the related requirements was Iowa's System to Achieve Results (I-STAR) file reviews, which had a random sample of 10% of all IFSPs. Details for related requirements and results of this monitoring can be found in each specific Indicator. In summary, results across these Indicators revealed that performance in related requirements was strong, thus validating Iowa's high Indicator performance for C1, C2, C4, C7 and C8.

According to the FFY 2008 (2008-2009) Regional Grantee Year End Reports, all Regions engaged in a number of targeted activities to improve performance in both compliance and performance indicators. Year-End Reports and analysis of new data each year assists the Lead Agency in determining future technical assistance and the effectiveness of past assistance. Emphasis was placed on valid and reliable data as it related to each of the indicators.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

In response to requirements in the June 1, 2009 OSEP Response Table for Iowa's FFY 2007 (2007-2008) Annual Performance Report, the Lead Agency reviewed its improvement activities and determined activities outlined in the State Performance Plan were research-based, aligned with addressing underlying problems, demonstrated effective results and will continue as outlined in State Performance Plan. There are no revisions to Iowa's proposed targets, improvement activities, timelines or resources for FFY 2009 (2009-2010).

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 10: Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

(20 U.S.C. 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = [(1.1(b) + 1.1(c)) divided by 1.1] times 100.

This target was set at 100% by OSEP since this is considered a compliance indicator important for all children to attain or receive benefit.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	100% of signed written complaints with reports issued were resolved within a 60-day timeline, or a timeline extended for exceptional circumstances with respect to a particular complaint.

Actual Target Data for FFY 2008 (2008-2009):

There were no written complaints filed with the Lead Agency in FFY 2008 (2008-2009); therefore, the target is not applicable. Please see Table 4 *Report of Dispute Resolution under Part C of Individuals with Disabilities Education Act 2008-09* in Appendix 1.

Note. Section C of Table 4, the negative 9s mean "Not Applicable" because Iowa uses Part C due process procedures. The Table only collects data if a state uses Part B procedures.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

There were no written complaints filed with the Lead Agency in the baseline year, FFY 2005 (2005-2006), or next three reporting years; FFY 2006-2008 (2006-2007, 2007-2008, 2008-2009).

Iowa continued to work on several improvement activities to impact meeting the target for this indicator. The Lead Agency and Regional Grantees continued their efforts regarding parental rights through Service Coordination training and technical assistance.

Verification of data. Data on the provision of procedural safeguards were obtained from Regional Grantee Self-Assessment File Reviews. The file review process was transitioned to the I-STAR (Iowa's System to Achieve Results) data system in FFY 2006 (2006-2007). This internet data base allows for direct data entry into the database thereby removing one level of possible data entry error.

Analysis of data to identify concerns and effectiveness. The Lead Agency reviewed FFY 2008 (2008-2009) data regarding the provision of parental rights. All 10 Regional Grantee file reviews showed procedural safeguards were reviewed with families at time of evaluation. There were no findings identified regarding not reviewing procedural safeguards at annual review time.

The Lead Agency continued to review the General Supervision System with mediators and Administrative Law Judges (ALJs). Results of the National Center for Special Education Accountability Monitoring (NCSEAM) Family Survey were studied (Indicator C4(A) Family Centered Services). Results for FFY 2008 (2008-2009) showed that 96.25% of families surveyed reported that early intervention services have helped the family know their rights, which is above the state target of 92.0%.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Requirements and definitions of each of the early intervention services;
- Communication with Referral Sources;
- Children with IFSPs transferring from other states;

- Report writing;
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation;
- Procedures and documentation regarding parent withdrawal of consent for services;
- Transition Toolbox steps and implementation;
- Documents required for child's record; and
- Team decision-making re Early Childhood Outcomes (ECO).

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In efforts to improve implementation of transition requirements and enhance parents' knowledge and understanding during the transition process, Early ACCESS Regional Grantees and Signatory Agencies launched statewide use of the *Transition Toolbox, A Guide for Families* in September 2008. The Toolbox was first developed and utilized by Service Coordinators in one Region that consistently achieved higher percentages in all three subcomponents of the C8 Transition Indicator and achieved 100% compliance in FFY 2008 (2008-2009). This exemplary resource was adapted for statewide use for FFY 2008 (2008-2009).

Technical assistance. The Lead Agency continues to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009), Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and are focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures, and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module 1-*Federal State and Local Rules, Regulations and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006 (2006-2007) through FFY 2008 (2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

The Parent-Educator Connection (PEC), an Iowa Department of Education initiative, has worked with families, educators, and community partners to promote success for all children and youth with disabilities since 1984. PEC Coordinators support capacity building for families through activities such as personal contacts, trainings, Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, supportive activities for transition from Part C to B, and the statewide PEC Conference.

After analyzing FFY 2007 Indicator C8 transition data across the Regions, the Lead Agency realized that it was necessary to require training to utilize the *Transition Toolbox* in order to assist service coordinators and families as they navigate the transition from Part C to Part B and Part C to other services. The Lead Agency required all Regional Grantees and Signatory Agencies to utilize the revised Transition Checklist and to train and implement the *Transition Toolbox* by December 2008. Training materials, activities and support for designated trainers were provided by the original authors at a Lead Agency statewide meeting. Implementation of the Toolbox was strengthened when the six steps of the *Transition Toolbox* were integrated into the new Part C

Procedures Manual (launched March 2009), cueing service coordinators when to discuss each step with families.

Ongoing monitoring and enforcement as needed. The provision of parental rights is monitored annually through Regional Grantee Self-Assessment File Reviews. There was one finding in one Region identified in FFY 2007 (2007-2008) in the file review process regarding procedural safeguards reviewed with families at annual review time. The Regional Grantee was timely notified of noncompliance and submitted a Corrective Action Plan to correct noncompliance as soon as possible and no later than one year. The Lead Agency approved the Corrective Action Plan and verified correction within one year of notification.

There were no findings identified in FFY 2008 (2008-2009) regarding procedural safeguards reviewed with families at required times. All file reviews in FFY 2008 (2008-2009) showed procedural safeguards were reviewed with families at time of evaluation and at annual review time, an improvement from the previous year.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions to Iowa's proposed targets, improvement activities, timelines, or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = $[(3.2(a) + 3.2(b)) \text{ divided by } 3.2] \text{ times } 100$.

This target was set at 100% by OSEP since this is considered a compliance indicator for all children to attain or receive benefit.

FFY	Measurable and Rigorous Target
2008 2008-2009	100% of fully adjudicated due process hearing requests were fully adjudicated within the 30-day timeline.

Actual Target Data for FFY 2008 (2008-2009):

There were no due process hearing requests received or held in FFY 2008 (2008-2009); therefore, the target is not applicable. Please see Table 4 *Report of Dispute Resolution under Part C of Individuals with Disabilities Education Act 2008-09* in Appendix 1.

Note. Section C of Table 4, the negative 9s mean “Not Applicable” because Iowa uses Part C due process procedures. The Table only collects data if a state uses Part B procedures.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

There were no due process hearing requests received or held in the baseline year, FFY 2005 (2005-2006) or next three reporting years, FFY 2006-2008 (2006-2007, 2007-2008, 2008-2009).

Iowa did not have a written complaint filed. The Lead Agency continued to work on several improvement activities to impact meeting the target for this indicator. The Lead Agency and

Regional Grantees continued their efforts regarding parental rights through Service Coordination training and technical assistance.

Verification of data. Data on the provision of procedural safeguards were obtained from Regional Grantee Self-Assessment File Reviews. The file review process was transitioned to the I-STAR (Iowa's System to Achieve Results) data system in FFY 2006 (2006-2007). This internet data base allows for direct data entry into the database thereby removing one level of possible data entry error.

Analysis of data to identify concerns and effectiveness. The Lead Agency reviewed FFY 2008 (2008-2009) data regarding the provision of parental rights. All 10 Regional Grantee file reviews showed procedural safeguards were reviewed with families at time of evaluation. There were no findings identified regarding not reviewing procedural safeguards at annual review time.

The Lead Agency continued to review the General Supervision System with mediators and Administrative Law Judges (ALJs). Results of the National Center for Special Education Accountability Monitoring (NCSEAM) Family Survey were studied (Indicator C4(A) Family Centered Services). Results for FFY 2008 (2008-2009) showed that 96.25% of families surveyed reported that early intervention services have helped the family know their rights, which is above the state target of 92.0%.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-09). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

Nine hundred and one personnel from 13 disciplines across the state were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Requirements and definitions of each of the early intervention services;
- Communication with Referral Sources;
- Children with IFSPs transferring from other states;
- Report writing;
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation;
- Procedures and documentation regarding parent withdrawal of consent for services;
- Transition Toolbox steps and implementation;
- Documents required for child's record; and
- Team decision-making re Early Childhood Outcomes (ECO).

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In efforts to improve implementation of transition requirements and enhance parents' knowledge and understanding during the transition process, Early ACCESS Regional Grantees and Signatory Agencies launched statewide use of the *Transition Toolbox, A Guide for Families* in September 2008. The Toolbox was first developed and utilized by Service Coordinators in one Region that consistently achieved higher percentages in all three subcomponents of the C8 Transition Indicator and achieved 100% compliance in FFY 2007 (2007-2008). This exemplary resource was adapted for statewide use for FFY 2008 (2008-2009).

Technical assistance. The Lead Agency continues to support a Comprehensive System of Professional Development. In FFY 2008 (2008-2009), Iowa's Family-Centered Service Coordination Competency-Based Training Program for new Service Coordinators was provided. The service coordination training modules are based on Federal Statute and Regulations, research, and best practice and are focused on one of the five identified competencies required to be an effective service coordinator. Modules 1 through 5 incorporated state policies, procedures, and best practices regarding referrals, evaluation and assessment of infants and toddlers within 45-day timelines, IFSP provisions, coordinating community resources and infant and toddler development. Module 1-*Federal State and Local Rules, Regulations and Procedures for the Early ACCESS System* specifically addressed parental rights.

This training program is implemented to assure that service coordinators have the core competencies needed to provide high quality services to families. These trainers attended intensive three-day Approved Trainer sessions for each module of training delivered. Trainers provided module trainings in FFY 2006 (2006-2007) through FFY 2008 (2008-2009) throughout the state. Ninety-seven percent (97%) of all 350 service coordinators in the state completed the requirements of the training program. The remaining 3% have plans to complete the program. The Lead Agency will continue to review results of parent survey data and monitoring results of compliance to study the effect of the competency based training modules.

The Parent-Educator Connection (PEC), an Iowa Department of Education initiative, has worked with families, educators, and community partners to promote success for all children and youth with disabilities since 1984. PEC Coordinators support capacity building for families through activities such as personal contacts, trainings, Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, supportive activities for transition from Part C to B, and the statewide PEC Conference.

After analyzing FFY 2007 Indicator C8 transition data across the Regions, the Lead Agency realized that it was necessary to require training to utilize the *Transition Toolbox* in order to assist service coordinators and families as they navigate the transition from Part C to Part B and Part C to other services. The Lead Agency required all Regional Grantees and Signatory Agencies to utilize the revised Transition Checklist and to train and implement the *Transition Toolbox* by December 2008. Training materials, activities and support for designated trainers were provided by the original authors at a Lead Agency statewide meeting. Implementation of the Toolbox was strengthened when the six steps of the *Transition Toolbox* were integrated into the new Part C Procedures Manual (launched March 2009), cueing service coordinators when to discuss each step with families.

Ongoing monitoring and enforcement as needed. The provision of parental rights is monitored annually through Regional Grantee Self-Assessment File Reviews. There was one finding in one Region identified in FFY 2007 (2007-2008) in the file review process regarding procedural safeguards reviewed with families at annual review time. The Regional Grantee was timely notified of noncompliance and submitted a Corrective Action Plan to correct

noncompliance as soon as possible and no later than one year. The Lead Agency approved the Corrective Action Plan and verified correction within one year of notification.

There were no findings identified in FFY 2008 (2008-2009) regarding procedural safeguards reviewed with families at required times. All file reviews in FFY 2008 (2008-2009) showed procedural safeguards were reviewed with families at time of evaluation and at annual review time, an improvement from the previous year.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions to Iowa's proposed targets, improvement activities, timelines, or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = (3.1(a) divided by 3.1) times 100.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	Not applicable.

Actual Target Data for FFY 2008 (2008-2009):

Not applicable as Iowa has adopted the Part C due process procedures under 34 CFR §303.420.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

Percent = $[2.1(a)(i) + 2.1(b)(i)]$ divided by 2.1 times 100.

This target was considered a performance indicator by OSEP, meaning that each state was allowed to set their own target from baseline data to improve results for children.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	Not applicable

Actual Target Data for FFY 2008 (2008-2009):

There were no mediations requested and no mediations held in FFY 2008 (2008-2009). As indicated by the Office of Special Education Programs letter in response to Iowa's Annual Performance Report (submitted 2-1-06), Iowa has removed the target and improvement activities related to mediations since the number did not reach 10 or greater. Please see Table 4 *Report of Dispute Resolution under Part C of Individuals with Disabilities Education Act 2007-08* in Appendix 1.

Part C State Annual Performance Report (APR) for FFY 2008 (2008-2009)

Overview of the Annual Performance Report Development:

The Part C Annual Performance Report (APR) was developed by Lead Agency staff reviewing baseline data, targets and improvement activities and drafting a report for each indicator. Once draft indicator reports were written, stakeholder groups provided input regarding these three components and comments were compiled. Stakeholder groups included the State Interagency Coordinating Council (Iowa Council for Early ACCESS), Regional Grantee Administrators, Early ACCESS Leadership Group, and the Lead Agency Department of Education staff. See Overview of Annual Performance Report Development section for annual reporting to public.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

The following measurement for this indicator was a requirement of the Office of Special Education Programs (OSEP) for both the six year State Performance Plan and each Annual Performance Report.

Measurement:

State reported data, including 618 data, State performance plan and annual performance reports, are:

- A. Submitted on or before due dates (February 1 for child count and settings and November 1 for exiting and dispute resolution).
- B. Accurate, including covering the correct year and following the correct measurement.

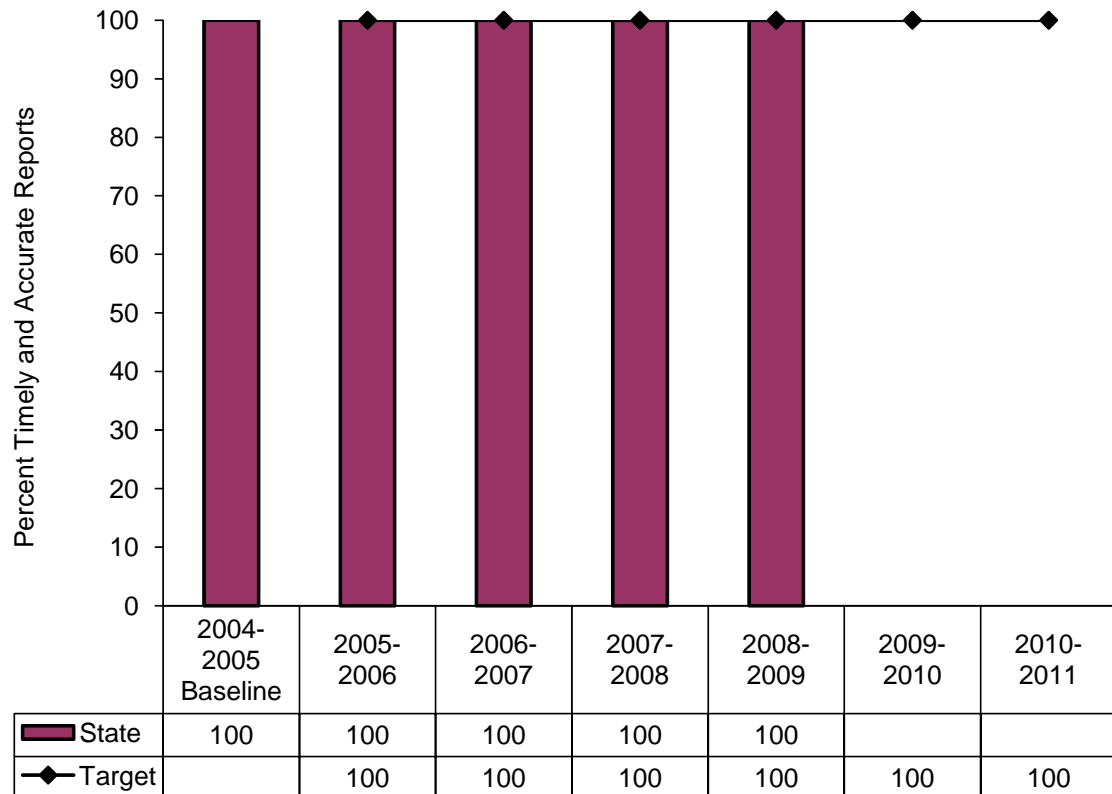
The provision of timely and accurate data (618 and State Performance Plan and Annual Performance Report) is a compliance indicator and OSEP designated the measurable and rigorous target at 100%. Each annual target of the six year State Performance Plan is set at 100%.

FFY	Measurable and Rigorous Target
2008 (2008-2009)	State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate 100% of the time.

Actual Target Data for FFY 2008 (2008-2009):

The Lead Agency monitored the timeliness and accuracy of FFY 2008 (2008-2009) data needed for Iowa's Annual Performance Report, State Performance Plan and 618 Data Tables through ongoing verification and validation reports as provided by Iowa's Information Management System (IMS) and Iowa's System to Achieve Results (I-STAR). Figure C14.1 shows baseline and FFY 2005 (2005-2006) - FFY 2008 (2008-2009) data and targets.

Figure C14.1 Lead Agency Percent for State Reported Data That Are Timely and Accurate.*



Source. 618 Data Tables, State Performance Plan and Annual Performance Reports Submitted to OSEP, FFY 2004 (2004-2005) - FFY 2008 (2008-2009).

* Note. "State Reported" Means 618 Tables, State Performance Plan, and Annual Performance Report; actual numbers for calculation of percentages are provided in Table C14.2.

Table C14.1 provides results for timely and accurate data for SPP / APR indicators for FFY 2008 (2008-2009).

Table C14.1

Self-Scoring Rubric for Part C SPP and APR Data Reporting.

SPP/APR Data - Indicator 14			
APR Indicator	Valid and Reliable	Correct Calculation	Total
1	1	1	2
2	1	1	2
3	1	1	2
4	1	1	2
5	1	1	2
6	1	1	2
7	1	1	2
8a	1	1	2
8b	1	1	2
8c	1	1	2
9	1	1	2
10	1	1	2
11	1	1	2
12	1	1	2
13	1	1	2
		Subtotal	30
APR Score Calculation	Timely Submission Points - If the FFY 2008 APR was submitted on-time, place the number 5 in the cell on the right.		5
	Grand Total - (Sum of subtotal and Timely Submission Points) =		35

Source. Iowa Information Management System (IMS), Iowa's System to Achieve Results (I-STAR), and U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), 618 Tables, FFY 2008 (2008-2009).

Table C14.2 provides results for timely and accurate data for Part C 618 data for FFY 2008 (2008-2009).

Table C14.2

Self-Scoring Rubric for Part C 618 Data Reporting.

618 Data - Indicator 14					
Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 - Child Count Due Date: 2/1/09	1	1	1	1	4
Table 2 - Program Settings Due Date: 2/1/09	1	1	1	1	4
Table 3 - Exiting Due Date: 11/1/09	1	1	1	N/A	3
Table 4 - Dispute Resolution Due Date: 11/1/09	1	1	1	N/A	3
				Subtotal	14
618 Score Calculation			Grand Total (Subtotal X 2.5) =		35

Indicator #14 Calculation	
A. APR Grand Total	35.00
B. 618 Grand Total	35.00
C. APR Grand Total (A) + 618 Grand Total (B) =	70.00
Total NA in APR	0.00
Total NA in 618	0.00
Base	70.00
D. Subtotal (C divided by Base*) =	1.000
E. Indicator Score (Subtotal D x 100) =	100.0

*Note any cell marked as N/A will decrease the denominator by 1 for APR and 2.5 for 618

Source: Iowa Information Management System (IMS), Iowa's System to Achieve Results (I-STAR), and U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS), 618 Tables, FFY 2008 (2008-2009).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008 (2008-2009):

Results of Lead Agency data indicated the target was met with 100% for provision of state reported data collected and reported in a timely manner and considered accurate. The 618 Data Tables for Child Count, Settings, Exiting and Dispute Resolution were submitted to the Data Accountability Center (DAC) by required due dates of February 1st and November 1st, 2008. Iowa's FFY 2007 (2007-2008) Annual Performance Report and Part C State Performance Plan FFY 2006-2011 was submitted on time and met federal requirements after submission review. All indicator data were valid and reliable, calculations were done correctly, and instructions were followed. This resulted in a grand total of 35 on the Part C SPP and APR reporting rubric. All 618 data tables were complete and submitted in a timely manner. Edit checks were passed and all requested data notes completed. This resulted in a grand total score of 35 on the 618 Data Reporting rubric.

Several improvement activities were implemented to maintain compliance with this indicator. Included in these activities was training on the new Part C Procedures Manual. Policies and practices were analyzed; technical assistance was provided to Regional Grantee and IMS data entry personnel; and on-going monitoring of system performance was conducted. The Lead Agency partnered with Regional Grantees, Signatory Agencies, and IMS data entry personnel and provided oversight and training to ensure all needed data would be timely and accurate. These personnel also conducted verification and validation checks.

Verification of data. A State monitoring and improvement data system was designed to enhance Iowa's federal requirement for monitoring of IDEA 2004 Part B and C by focusing on efficient and effective use of technology to make data-based decisions to improve specialized programs and services for Iowa's children. In 2004, the Lead Agency issued an RFP to develop an online monitoring and data collection system. The contractor worked collaboratively with assigned State staff and all affected agencies in order to ensure the implementation of an effective IDEA Part B and C monitoring system. The data system, Iowa's System to Achieve Results (I-STAR), has been used for Part C Self-Assessment File Reviews (procedural compliance and effective transition) and Family Surveys beginning in FFY 2006 (2006-2007). Data collection for 45-day timeline has been collected by Iowa's Information Management System (IMS) since FFY 2006 (2006-2007). Utilizing IMS allowed collection of Indicator C7 data for all Part C eligible children. Data sources include, but are not limited to, 618 Data Tables and I-STAR. Development of future web-based Individualized Family Service Plan will lead to more consistent and efficient data collected for IMS and other data reporting and monitoring mechanisms.

Data for 618 Data Tables and some SPP indicators are collected in Iowa's Information Management System (IMS), which employs a comprehensive verification process. This multi-step process ensures the timely and accurate data required for all 618 Data Tables, FFY 2008 (2008-2009) State Performance Plan and each Annual Progress Reports.

Iowa's IMS data system entails data checks at several steps:

Step 1. Regional Grantee IMS data entry personnel are trained to review IFSPs for completeness and consistency. If needed, IFSP team members are contacted to clarify or complete specific data or the IFSP is returned for corrections.

Step 2. When data are entered into IMS, several types of automatic data quality messages appear on the IMS screens:

- When a new eligible child is entered, the statewide historical database is queried to see if the child may have had an earlier IFSP. A list of near matches, based on name and birth date, is provided so that data entry personnel can check to see if the new child was previously served. This routine reduces the risk of the same child having two different IMS identification numbers.
- Some data fields are required before data entry can continue. For example, if the resident district code, gender, ethnicity, birth date, or serve status is left blank, a message appears with a prompt and no further data entry is allowed until a valid value is entered.
- For other data fields, a message appears but data entry may continue. For example, if the code is left blank, a message advises the operator but data entry continues. These messages are saved and written to a Verification Report (see below).

Step 3. A Verification Report sorted by Regional Grantee, lists data warnings and possible data errors that need to be checked. The report is run in real time so it is continuously updated and available to data entry personnel. Data entry personnel review the report for his or her respective Regional Grantee, cross checking against the IFSP and following up with Regional Grantee and local IFSP team members as needed. Types of warnings in the report include possible duplicate children, questionable age/IFSP age-eligibility combination, blank code, invalid program/service combination,

and invalid full-part time code. The Verification Report is monitored by the Lead Agency to ensure that Regional Grantees regularly access and review potential errors during the two critical seasons for data entry (count/setting and exit).

Step 4. Lead Agency data personnel periodically review IMS, personnel, and discipline data and contact IMS and Regional Grantee staff with specific accuracy concerns above and beyond the Verification Report to rectify any data abnormalities.

In FFY 2008 (2008-2009), the Iowa Part C data entry personnel (IMS) continued to work with Project EASIER (Electronic Access System for Iowa Education Records) to track individual data. Project EASIER is the Iowa Department of Education's initiative involving the transfer of individual child / student records. The mission of the project is to reduce data burden, encourage better decision-making by establishing and maintaining a cost effective method of accessing and transferring accurate and timely education information among school districts, Area Education Agencies, post-secondary institutions and the Iowa Department of Education.

Further, the Lead Agency continued to improve data entry procedures and revised data collection forms and database fields and provided ongoing training to Regional Grantee data personnel. The Regional Grantees conducted additional verification checks with guidance from the Lead Agency during FFY 2008 (2008-2009) on data for Indicators C3, C7, and the 618 Children Served, Settings and Exit Tables. All Regions verified and/or made timely corrections as needed to assure data were accurate before final reporting. The Lead Agency also conducted a verification check on the I-STAR data used in Indicator C8.

Analysis of data to identify concerns. The Lead Agency, Regional Grantees, and IMS personnel analyzed specific results of SPP and APR indicator data for timely services, natural environments, early childhood outcomes, family outcomes, timeliness of evaluations, child find, and transition information. Trend data were analyzed to ensure that accurate data were being collected on the IFSP and entered into the data system.

Analysis of policies, procedures and practices. Iowa furthered its efforts to improve consistency in procedures during FFY 2008 (2008-2009). In March 2009, the Regional Grantees (Area Education Agencies – AEAs) adopted one Part C Procedures Manual that they developed in conjunction with the Lead Agency. The same manual was adopted by one of the Signatory Agencies who provides service coordination and nutrition services. Both manuals were reviewed and approved by the Lead Agency to assure consistency with Part C federal and state requirements. The Manual included icons for each of the State Performance Plan Indicators to heighten users' understanding that certain procedures impact their Region's and State's performance on those Indicators.

The Lead Agency and the Part C Procedure Manual Committee jointly designed and produced training DVDs, adult-learning activities and documents to be used by designated trainers at local trainings. Training materials, activities and support for the designated trainers were provided by the Committee and Lead Agency.

A total of 901 personnel from 13 disciplines across the State were trained, including support staff and administrators. Full implementation of the procedures by all 10 Regional Grantees and the Signatory Agency was completed by September 1, 2009. The Manual included definitions/requirements, examples and non-examples, If/Then tables, and procedural step tables to clarify procedural expectations. Practitioners reported that the Manual clarified a lot of issues that the field had raised and was a useful reference tool as questions arose. Training data revealed more clarification and guidance was still needed on the following timely and accurate data topics and Regional Grantees and Signatory Agencies made plans to provide ongoing support and technical assistance:

- Children with IFSPs transferring from other states;

- Report writing;
- Decisions and scenarios regarding eligibility determination, parent declines and needed documentation;
- Procedures and documentation regarding parent withdrawal of consent for services; and
- Documents required for child's record.

The Part C Procedures Manual Committee continues to operate to support implementation and address needed refinements and additions to the Manual including linking documents that provide best practices and clarifying information (e.g. scenarios; etc.).

In Spring 2008, it was determined that there was a need to revise the electronic IFSP templates in order to improve the implementation and documentation of federal requirements used for measurement of indicators. The Lead Agency trained Regional Grantees, Signatory Agencies and IMS Data Entry Personnel in August of FFY 2008 (2008-2009), and Regional Grantees were required to begin using the revised IFSP forms following training. Regional Grantee and Signatory Agency leadership reported that implementation of requirements and documentation had improved, as evidenced in their Spring 2009 file reviews.

Technical assistance. The Lead Agency, Regional Grantees, and IMS personnel conducted 10 meetings during FFY 2008 (2008-2009). The focus of the meetings was to ensure ongoing accuracy and timeliness of data. Personnel were trained in required information and accurate data entry for maintenance of indicator and 618 data. Training was also provided to assist personnel in understanding verification and validation reports (provided after data entry) and how to make any necessary changes to entered data.

The Lead Agency also worked collaboratively with Regional Grantee leadership during regularly scheduled meetings to ensure accurate and timely data for Indicators C1, C2, C3, C4, C5, C6, C7 and C8, including forthcoming changes to Race/Ethnicity categories.

Ongoing monitoring and enforcement as needed. In FFY 2008 (2008-2009), State data, program and monitoring consultants continued to review Part C data and data collection procedures to assure timely and accurate data. All Regions timely responded to all Lead Agency requests for verification and made timely corrections before data were used for reporting.

Each Region submitted year end reports to document improvement activities that were conducted to reach and/or maintain state targets in all indicators. In FFY 2008 (2008-2009) Regional Grantees reported training, ongoing support and/or file review activities that were intended to increase reliability and validity of data for Indicators C1 Timely Services; C7 Timely Evaluations and Initial IFSP Meetings; and C8 Transition. Regional Grantees indicated that they periodically used the IMS verification reports to monitor their agencies' performance and accurate data collection on this requirement.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 (2009-2010):

There are no revisions to Iowa's proposed targets, improvement activities, timelines, or resources for FFY 2009 (2009-2010). In order to maintain target performance, the Lead Agency will continue to implement activities outlined in the State Performance Plan.

Appendix 1

U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION
AND REHABILITATIVE SERVICES
OFFICE OF SPECIAL EDUCATION
PROGRAMS

TABLE 4
REPORT OF DISPUTE RESOLUTION UNDER PART C, OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT
2008-09

PAGE 1 OF 1
OMB NO.: 1820-0678
FORM EXPIRES: 11/30/2009

STATE: IA

SECTION A: WRITTEN, SIGNED COMPLAINTS	
(1) Total number of written, signed complaints filed	0
(1.1) Complaints with reports issued	0
(a) Reports with findings of noncompliance	0
(b) Reports within timeline	0
(c) Reports within extended timelines	0
(1.2) Complaints pending	0
(a) Complaints pending a due process hearing	0
(1.3) Complaints withdrawn or dismissed	0

SECTION B: MEDIATION REQUESTS	
(2) Total number of mediation requests received	0
(2.1) Mediations held	0
(a) Mediations related to hearing requests	0
(i) Mediation agreements related to hearing requests	0
(b) Mediations not related to hearing requests	0
(i) Mediation agreements not related to hearing requests	0
(2.2) Mediations not held (including pending)	0

SECTION C: HEARING REQUESTS	
(3) Total number of hearing requests filed (for all States)	0
(3.1) Resolution meetings (applicable ONLY for states using Part B due process hearing procedures)	-9
(a) Written settlement agreements reached through resolution meetings	-9
(3.2) Hearings (fully adjudicated) (for all states)	0
(a) Complete EITHER item (1) OR item(2), below as applicable.	
(1) Decisions within timeline - Part C procedures	0
(2) Decisions within timeline - Part B procedures	-9
(b) Decisions within extended timeline (applicable ONLY if using Part B Due process hearing procedures)	-9
(3.3) Resolved without a hearing (for all States)	0

CURRENT DATE:
Version Date: 8/31/2009